

**PROVINCIAL ADMINISTRATION: KWAZULU NTAL  
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

*The Department is an equal opportunity, affirmative action employer and is committed to empowering disabled people.*



- APPLICATIONS** : Please forward the application quoting the reference number to the Chief Director: Human Resource Management and Development, Department of Co-operative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered to: 330 Langalibalele Street, Pietermaritzburg.
- FOR ATTENTION** : Mr LA Nyilenda
- CLOSING DATE** : 09 November 2018 (Applications received after this date will not be accepted).
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) available from any Public Services Department and should be accompanied by a comprehensive CV together with certified copies of qualifications, driver's license and ID -no copies of previously certified copies. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify candidates. Appointment is subject to a positive outcome obtained from the NIA to the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should candidates not receive any response from us within three months of the closing date, please accept that your application was unsuccessful.

**MANAGEMENT ECHELON**

- POST 43/92** : **DEPUTY DIRECTOR - GENERAL : LOCAL GOVERNMENT REF NO: 1/2018 (LGB)**  
Branch: Local Government
- SALARY** : R1 446 378 per annum (All inclusive senior management service package)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in a possession of a Post Graduate qualification or NQF level 8 in Local Governance/ Public Administration /LLB/ Social Science coupled with 8 years of experience at a senior management level in Local Government environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: knowledge of legislations (MPRA, MFMA and Municipal Systems Act) as well as relevant municipal policies and bylaws, knowledge in Interpretation, research and development of legislations, knowledge of monitoring and evaluation processes and systems, knowledge of policy analysis, awareness and understanding of the municipal environment, planning and organizing skills, strategic planning and project management skills, conflict resolution, problem solving and decision making skills, time management and team development skills, management of finances and financial skills, good communication skills (verbal & written), good computer literacy in MS office, a valid drivers license.
- DUTIES** : The successful candidate will be required to co-ordinate, promote, monitor, support and enhance governance in municipalities with the following key responsibilities: Manage the promotion of sound municipal administration and good governance, Manage the monitoring of municipalities towards enhanced financial governance, management and sustainability, Co-ordinate and provide capacity building initiatives and enhance governance through public participation and community development, Ensure co-ordination of support within the department and municipalities, Manage the effective utilization of resources for the branch.
- ENQUIRIES** : Mr T Tubane at 033 395 2035

## OTHER POSTS

- POST 43/93** : **DEPUTY DIRECTOR: NERVE CENTRE REF NO: 3/ 2018 (MSDS)**  
Chief Directorate: Municipal Service Delivery Support  
Directorate: Municipal Performance
- SALARY** : R826 053 per annum (All inclusive middle management service package)  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : The ideal candidate must be in a possession of a National Diploma in the field of Local Government/ Administration/ Public Administration/ Public Management/ B Comm/ Town and Regional Planning coupled with 3 years' junior management experience in a performance management and or local government environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: sound knowledge and understanding of the constitution of south africa, knowledge of local government and public service legislations, as well as policies, knowledge of back to basics programme, municipal practices and procedures as well as employee performance and management system, knowledge of community development, municipal performance management and project management principles, good language, listening, decision making and presentation skills, good planning, organisational and project management skills, good report writing, facilitating, basic finance, supervisory and management skills, good communication skills ( written and verbal), proven ability to communicate with other governments departments both national and provincial, municipalities, amakhosi, political office bearers, private sector and general public, computer literacy in MS Office, a valid driver's license.
- DUTIES** : The successful candidate will be required to manage National/ Provincial service improvement support programmes to municipalities with the following key responsibilities: manage local government service delivery improvement programmes for the department, evaluate effectiveness of service improvement plans and programmes, manage and co-ordinate the electronic information/ systems of the nerve centre, develop and implement policies, frameworks, guidelines and toolkits manage and collate district and municipal profiles and provide report, manage the resources of the sub-directorate.
- ENQUIRIES** : Ms B Ally at 033-3953217
- POST 43/94** : **DEPUTY DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: 04/2018 (MSDS)**  
Chief Directorate: Municipal Service Delivery Support  
Directorate: Intergovernmental Relations
- SALARY** : R697 001 per annum  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : The ideal candidate must be in a possession of a National Diploma or NQF level 6 in Public Administration/ Political Sciences/ Developmental Studies/ Social Sciences coupled with 3- 5 years at junior management experience in local government environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: knowledge of relevant legislation, knowledge of all relevant enabling prescripts, knowledge of intergovernmental and international relations, knowledge of functioning of municipalities, ability to articulate and implement the IGFA, ability to nurture relationships with strategic partners within and outside of government sector, planning and management, good planning and management as well as strategic analysis skills, good presentation and facilitation skills, conflict resolution and problem solving skills, team development and decision making skills, good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 drivers licence.
- DUTIES** : the successful candidate will be required to coordinate and promote intergovernmental relations with the following key responsibilities: promote and facilitate an effective and efficient intergovernmental relations, monitor and report on IGR matters, provide secretariat function at Intergovernmental Forums, provide international and local twinning arrangement by identifying towns and cities in the world and SA that correspond with KZN cities/ towns, develop and implement policies, frameworks, guidelines and toolkits, management of resources.
- ENQUIRIES** : Ms B Ally at 033-3953217

- POST 43/95** : **PROPERTY VALUER: VALUATIONS REF NO: 1/2018 (MF)**  
 Chief Directorate: Municipal Finance  
 Directorate: Municipal Finance Support
- SALARY** : R697 001 per annum (All inclusive middle management service package)  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : The ideal candidate must be in possession of a National Diploma or NQF level 6 in Real Estate (approved by the South African Council for the Property Valuer Profession SACPVP) coupled with 3 post registration experience as a Professional Valuer or a Professional Associated Valuer in a Municipal environment with no restrictions. Furthermore, the ideal candidate must also be registered with the South African Council for the Property Valuer Profession as a Professional Valuer or a Professional Associated Valuer with no restrictions). Essential Knowledge, Skills And Competencies Required: the successful candidate must have: sound knowledge of legislations relating to Local Government property valuation and rating (MPRA, Municipal Systems Act and mfma), knowledge and skills in property valuation, comprehensive understanding of property and general valuation principles, knowledge of tariff modelling and analysis, knowledge of the use of IGR (ESRI Arc GIS), knowledge of policy analysis and development, knowledge of project management and financial management, awareness and understanding of municipal environment, strategic planning and team development skills, decision making and problem solving skills, project and financial management skills, ability to work with no supervision, ability to formulate presentations and to present, project management skills, good communication skills (verbal & written), computer literacy in MS office, email programmes and project management tools, a valid code 8 drivers licence.
- DUTIES** : the successful candidate will be required to provide specialist valuation and rating support to municipalities within the province with the following key responsibilities: provide technical support to ensure statutory obligations of the MEC are met in respect of the MPRA, provide specialist support on rating to support revenue enhancement, manage the establishment and maintenance of Valuation Appeal Boards (VAB), provide dispute resolution interventions with regards to valuations and rating, facilitate capacity building within municipalities with regards to valuation and rating, develop policies, strategies and guidelines aimed at municipal revenue enhancement within the province.
- ENQUIRIES** : Ms J Krishnan at 033 355 6563
- POST 43/96** : **PROPERTY VALUER: MARKET ANALYST REF NO: 2/2018 (MF)**  
 Directorate: Municipal Finance Support
- SALARY** : R697 001 per annum (All inclusive middle management service package)  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : The ideal candidate must be in possession of a National Diploma or NQF level 6 in Real Estate (approved by the South African Council for the Property Valuer Profession SACPVP) coupled with 3 years junior management experience in a municipal environment. Furthermore, the ideal candidate must also be registered with the South African Council for the Property Valuer Profession (SACPVP) as a Professional Valuer with no restrictions for more than 5 years coupled with 5 experience in valuations and mass appraisal techniques in a municipal environment. Project Management qualification would be an added advantage. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Sound knowledge of legislations relating to Local Government property valuation and rating (MPRA, Municipal Systems Act and MFMA), Knowledge and skills in Property Valuation including mass appraisal and data analyst, comprehensive understanding of property and general valuation principles, knowledge of the use of GIS (ESRI Arc GIS), knowledge of policy analysis and development knowledge of project management and financial management, awareness and understanding of municipal environment, strategic planning and team development skills, decision making and problem solving skills, Data, management, project solving and financial management skills, ability to work with no supervision, ability to formulate presentations and to present, project management skills, good communication skills (verbal & written), computer literacy in MS office, email programmes and project management tools, a valid code 8 drivers licence.

- DUTIES** : The successful candidate will be required to ensure quality assurance on municipal valuation rolls in terms of legislation and applicable standards within the province with the following key responsibilities: manage the quality assurance process of valuation rolls in accordance with recognised valuation standards and criteria, manage and support the development and implementation of standards, specifications, systems and data management strategies pertaining to the MPRA and valuation rolls, provide specialist support to municipalities on non-movable property valuation and property related matters, administer capacity building within municipalities with regards to municipal valuation and processes, develop policies, strategies and guidelines aimed at municipal valuations within the province, manage the resources of the Sub-Directorate.
- ENQUIRIES** : Ms J Krishnan at 033 355 6563

**DEPARTMENT OF EDUCATION**

*The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer*

- APPLICATIONS** : **Head Office Posts:** Applications should be sent by post addressed to the Director: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, 228 Pietermaritzburg Street, Pietermaritzburg, 3201.  
for district office posts: the envelope containing application documents must be clearly marked "advertised posts" and forwarded to the addresses listed below:  
**Ilembe District**, Private Bag X9001, Stanger, 4450. Attention: Ms. S.P Mkhize  
**Pinetown District**, Private Bag X10612, Pinetown, 3600. Attention: Ms. N.C Luthuli  
**Umlazi District**, Private Bag X08, Mobeni, 4031, Attention: Ms.GG Hadebe  
**Ugu District**, Private Bag X860, Port Shepstone, 4240. Attention: Mr. N.M Mtshali  
**Harry Gwala District**, Private Bag X3560, Kokstad, 4700. Attention: Mr. S.C Zimema  
**UMgungundlovu District**, Private Bag X9136, Pietermaritzburg, 3200, Attention: Mr. JMJ Ngubane  
**UThukela District**, Private Bag X10041, Ladysmith, 3370, Attention: Mr. S.A Zulu  
**UMzinyathi District**, Private Bag X2001, Dundee, 3000. Mr. S.J Ndaba  
**Amajuba District**: Private Bag X6618, Newcastle, 2940. Attention: Mr. B.N Mdlalose  
**King Cetshwayo District**, Private Bag X20104, Empangeni, 3880. Attention: Mr. S.B Dube  
**UMkhanyakude District**, Private Bag X567, Mkuze, 3965. Attention: Ms. F.N.R Dumisa  
**Zululand District**, Private Bag X59, Ulundi, 3838, Attention: Mr. S.J Gumede

**FOR ATTENTION**  
**CLOSING DATE**  
**NOTE**

- : MS. P.S. Mthembu  
 : 16 November 2018 at 16H30  
 : Applications must be submitted on Form Z83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recently updated comprehensive CV, originally certified copies of all qualifications and RSA ID document as well as a valid driver's license. Applicants must ensure that they fully complete and sign the Form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered Failure to attach the requested documents will result in the application not being considered. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No faxed applications will be considered. Note: The filling of the post will be done in terms of the Department's approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of employment. Please note: Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications. Preference will be given to persons from designated groups including persons with disabilities. Applications may also be hand delivered to the relevant district office.

**OTHER POSTS**

- POST 43/97** : **DEPUTY DIRECTOR: FINANCE**
- SALARY** : R697 011 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).
- CENTRE** : Umzinyathi District: Ref No: DOE/71/2018

Harry Gwala District: Ref No: DOE/72/2018  
Zululand District: Ref No: DOE/73/2018  
Ugu District: Ref No: DOE/74/2018  
Amajuba District: Ref No: DOE/75/2018  
Umgungundlovu District: Ref No: DOE/76/2018  
Umkhanyakude District: Ref No: DOE/77/2018

**REQUIREMENTS** : Bachelor's Degree or Diploma in Commerce coupled with three (3) years' management experience in finance environment. Extensive experience in Finance and broad financial management knowledge Valid Driver's License. Computer Literacy. Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Provincial practice notes, Delegation authority, Basic conditions of employment, Public Service Acts and Regulations, Constitution of RSA and other relevant legislation, Advanced knowledge of PFMA, Treasury Regulations, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Skills – computer (PERSAL, BAS and spreadsheets), Interpretation and application of policy, Policy development and managerial skills, Strategic planning, Problem solving and analytical thinking, Ability to communicate and present issues to management, Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Conflict Management, Risk analysis and control, Good inter-personal communication, Planning and Organizing, Report writing, Innovation and creativity and Empowerment Attributes – Honesty, Integrity, Creative, Reliable and Accurate, Open and Transparent, Team Leader and Player, be able to work under pressure, value diversity, confidentiality, decisive, assertive, influencing skills, customer service orientated, change orientated.

**DUTIES** : Manage accounting control as it relates to revenue control, salary administration, and debtor and creditor administration. Manage suspense accounts relating to salaries. Render financial management support services with regards to the MTEF cycle ie. Budget and expenditure management in terms of the PFMA, Treasury Regulations and Practice notes. Manage the procurement of goods and services. Manage the safekeeping, maintenance and disposal of assets. Manage the resources of the sub-directorate.

**ENQUIRIES** : UMzinyathi District: Mr. SW Kheswa Tel No: 034-219 2703  
Harry Gwala District: Ms. ZC Zakuza-Njakazi Tel No 039- 797 3703  
Zululand District: Mr. PD Ndlovu Tel No: 034-989 9885  
Ugu District: Mr. WM Sibiyi Tel No 039- 688 8991  
Amajuba District: Mr. SDR Kubheka Tel No: 034-328 4502  
UMgungundlovu District: Mr. S Mabinza Tel No: 033- 341 6403  
Umkhanyakude District: Mr. TJ Motha Tel No: 035- 573 9601

**POST 43/98** : **DEPUTY DIRECTOR: HUMAN RESOURCE SUPPORT SERVICES**

**SALARY** : R697 011 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).

**CENTRE** : Amajuba District: Ref No: DOE/78/2018  
Uthukela District: Ref No: DOE/79/2018  
Umzinyathi District: Ref No: DOE/80/2018  
Ilembe District: Ref No: DOE/81/2018  
King Cetshwayo District: Ref No: DOE /82/2018  
Umkhanyakude District: Ref No: DOE/83/2018  
Zululand District: Ref No: DOE/84/2018  
Harry Gwala District: Ref No: DOE/85/2018  
Ugu District: Ref No: DOE/86/2018  
Umgungundlovu District: Ref No: DOE/87/2018

**REQUIREMENTS** : An appropriate Bachelor's Degree or Diploma in the field of Public Administration with 3-5 years managerial experience in the human resource management environment. Computer literacy, valid driver's license. A practical extensive experience in PERSAL and establishment control. A PERSAL certificate will be an advantage. Competencies: Knowledge of Educators Employment Act, Basic Conditions of Employment Act, Administration procedures, Public Service Regulations, Public Service Act, Human Resource matters, Training and Development, Planning and Organizing skills, Knowledge of Departmental strategic objectives, Management reporting, Relationship Management, Public Finance Management Act (PFMA). Computer skills, Numeracy

		skills, Decision Making and Problem Solving skills, Team Building, Conflict Resolution, Communication and Interpersonal skills, Financial Management, Project Management, Ability to work independently, Report writing. Honesty, Integrity, Innovative, Leadership, Ability to work under pressure, Tactful and Diplomatic, Committed and Decisive.
<b><u>DUTIES</u></b>	:	Manage the provision of recruitment and selection services. Manage the provision of appointment services. Manage the processing of leave matters, pension matters, housing matters and personnel matters. Manage staff performance in the sub-directorate. Manage the resources of the component. Supervision of staff in the sub directorate.
<b><u>ENQUIRIES</u></b>	:	Amajuba District: Mr. SDR Kubheka Tel No: 034-328 4502 Uthukela District Tel No: Mrs. ME Mokena: 036-638 5264 UMzinyathi District: Mr. SW Kheswa Tel No: 034-219 2703 Ilembé District: DR LMMS Madondo Tel No: 032-439 6103 King Cetshwayo District: Mr DS Chonco Tel No: 035-9011303 UMkhanyakude District Tel No: Mr. TJ Motha: 035- 573 9601 Zululand District: MR PD Ndlovu Tel No: 034 989 9885 Harry Gwala District: Ms. ZC Zakuza-Njakazi Tel No: 039- 797 3703 Ugu District: Mr. WM Sibiyá Tel No: 039- 688 8991 UMgungundlovu District: Mr. S Mabinza Tel No: 033 341 6403
<b><u>POST 43/99</u></b>	:	<b><u>DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT</u></b>
<b><u>SALARY</u></b>	:	R697 011 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).
<b><u>CENTRE</u></b>	:	Umzinyathi District: Ref No: DOE/88/2018 Ilembé District: Ref No: DOE/89/2018 Zululand District: Ref No: DOE/90/2018 Harry Gwala District: Ref No: DOE/91/2018 Ugu District: Ref No: DOE/92/2018 Umlazi District: Ref No: DOE/93/201 Uthukela District: Ref No: DOE/94/2018
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree or Diploma in the field of Public Administration with 3-5 years managerial experience in the human resource management environment. Computer literacy, valid driver's license. Practical extensive experience in Employee Relations, Performance Management and HRD. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Training and Development, Planning and Organizing, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial Functions. Analytical thinking, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic planning, Computer utilization, Policy Formulation, Change/Diversity Management, Ensuring performance standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals. Financial and Management Reporting.
<b><u>DUTIES</u></b>	:	Manage the Employee Performance Management System in the District. Manage the provision of Human Resource Planning and Non Educator Human Resource Development Services. Control the activities relating to Educator Human Resource Development. Manage processes relating to Employee Relations Services. Oversee Human Resource Co-ordination Services. Manage Employee Assistance Programme. Supervision of staff in the sub-directorate. Manage the resources of the component. Manage staff performance in the sub- directorate.
<b><u>ENQUIRIES</u></b>	:	UMzinyathi District: Mr. SW Kheswa Tel No: 034-219 2703 Ilembé District: DR LMMS Madondo Tel No: 032-439 6103 Zululand District: MR PD Ndlovu Tel No: 034 989 9885 Harry Gwala District Ms. ZC Zakuza-Njakazi: 039- 797 3703 Ugu District: Mr. WM Sibiyá Tel No: 039- 688 8991 Umlazi District: Mr. PN Cele Tel No: 031:360 6597 Uthukela District: Mrs. ME Mokena Tel No: 036-638 5264
<b><u>POST 43/100</u></b>	:	<b><u>DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: DOE/143/2018</u></b>
<b><u>SALARY</u></b>	:	R697 011 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).

<b><u>CENTRE REQUIREMENTS</u></b>	: Head Office : An appropriate recognized Bachelor's degree or Diploma. Relevant management experience and extensive experience in Labour Relations coupled with three (3) or more years' junior management experience. Valid Driver's Licence. Computer Literacy. Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, must be able to demonstrate a thorough knowledge of the Public Service Act; Public Service Regulations; Labour Relation Act; Basic Conditions of Employment Act; PSCBC, ELRC and GPSSBC resolutions. Knowledge of Basic conditions of employment, Labour Relations Act, Public Service Acts and Regulations, Constitution of RSA, Employment of Educators Act, and other relevant legislation, Advanced knowledge of PFMA, Treasury Regulations, Interpretation and application of policy, Policy development and managerial skills, Strategic planning, Problem solving and analytical thinking, Ability to communicate and present issues to management, financial management skills, Negotiation skills, Presentation skills, Communication skills, Team building, Project Management, Proven track record of highly evolved conflict resolution and negotiation skills Conflict Management, Organizational, analytical and time management skills, be conversant with Government procedures related to the work and have an understanding of and commitment to government objectives and policies. Have thorough financial management knowledge & experience. Ability to work under pressure and meet deadlines, Outstanding, Interpersonal, supervision and people management skills, Planning and Organizing, Report writing, Innovation, creativity and Empowerment, Honesty, Integrity, Creative, Reliable, Accurate, Open and Transparent, Team Leader and Player, be able to work under pressure, value diversity, confidentiality, decisive, assertive, influencing skills, customer service orientated, change orientated.
<b><u>DUTIES</u></b>	: Manage the Collective Bargaining processes, conducting of research in respect of Labour Relations matters, manage personnel, serve as sub-responsibility manager, manage strike, manage consultative forums; Monitor implementation of collective agreements.
<b><u>ENQUIRIES</u></b>	: Mr N.C. Ngcobo- Tel No: 033 8465402
<b><u>POST 43/101</u></b>	: <b><u>DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: DOE/144/2018</u></b>
<b><u>SALARY</u></b>	: R697 011 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).
<b><u>CENTRE REQUIREMENTS</u></b>	: Head Office : An appropriate Bachelor's Degree or Diploma in the field of Public Administration with 3-5 years managerial experience in HR Environment. Knowledge of Public Service Act, Public Service Regulations, Employment of Educators Act, Basic conditions of employment Act, Labour Relations Act, Public Finance Management Act, Division of Revenue Act and other relevant prescripts. Organising, Planning, Co-ordinating, Strategic planning, Project Management, Conflict resolution and team building skills. Candidate must be innovative, proactive, responsible, tactical and diplomatic. Communication (Verbal & written skills). Computer literacy (Ms Word, Ms Excel, Ms Access and PowerPoint). Competencies: Knowledge of abovementioned legislations and other relevant Acts. A good understanding of Delegations of authority. Competency in the interpretation and application of policies, policy development, managerial skills, strategic planning, Problem solving and analytical thinking. Advanced knowledge on Persal. Ability to communicate and present issues to management. Intermediate financial management skills, Numeracy skills, Team building skills, Project Management, Risk analysis and control, Good inter-personal skills, Planning and Organising, Report writing, Innovation and creativity and empowerment. Honesty, Integrity, Reliable and Transparent. Ability to work under pressure, value diversity, confidentiality, decisive, assertive, influencing skills, and customer service oriented, and change oriented.
<b><u>DUTIES</u></b>	: Manage the implementation of policies and strategic mandates in respect of Human Resource Administration. Administer Service conditions and other HR matter for Head Office based Personnel. Manage the recruitment and selection process of the Department in respect of PSA employees, SMS Members and Office Based Educators. Manage the evaluation of qualifications. Prepare reports to management. Prepare responses to Parliamentary questions from Education Portfolio Committee and other Political Parties. Prepare responses to the Auditor General, Public Protector, Human

Rights Commission, Public Service Commission and other Oversight Structures. Oversee Human Resource Registry. Manage the Resources of the Sub-Directorate.  
Mrs N.V.Hlongwane Tel No: 033 8465533

**ENQUIRIES** :

**POST 43/102** : **DEPUTY DIRECTOR: HUMAN POLICIES /PLANNING & MONITORING REF NO: DOE/145/2018**

**SALARY** : R697 011 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).

**CENTRE** : Head Office

**REQUIREMENTS** : An appropriate Bachelor's Degree or Diploma in the field of Human Resources or Public Administration with 3-5 years managerial experience in HR Environment. Competencies: Knowledge of Human Resource policies and practices as well as Public Service Act, Public Service Regulations, Employment of Educators Act, Regulations regarding the Terms and Conditions of Educators, Personal Administrative Measures, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act, Division of Revenue Act, Treasury Regulations and Practice notes, Delegations of Authority and other relevant prescripts. Candidate must be innovative, proactive, responsible, tactical and diplomatic with strong Communication (Verbal & written) Organising, Planning, Co-ordinating, Strategic planning, Project Management, Conflict resolution, Problem solving, analytical thinking and team building skills. Including computer literacy (Ms Word, Ms Excel, Ms Access and PowerPoint). Candidate must also possess Policy development and managerial skills. Ability to communicate and present issues to management. Possess Intermediate financial management skills, Numeracy skills, Project Management, Risk analysis and control, Good inter-personal communication, Planning and Organising, Report writing. Attributes- Honest, Integrity, Creative, Reliable and Accurate, Open and Transparent, Team Leader and Player, be able to work under pressure, value diversity, confidentiality, decisive, assertive, influencing skills, customer service oriented, change oriented.

**DUTIES** : To provide Human Resource planning and monitoring services. Develop policies, processes and procedures for effective implementation of matters relating to HR Provisioning and Conditions of Service including the OSDs, PILIR, GEHS and Pension exits. Co-ordinate the development of the Human resource plan and monitor and report on progress. Monitor consistent compliance with prescriptions and policies. Co-ordinate the development of the Employment Equity Plan and report on progress.

**ENQUIRIES** : Mrs N.V.Hlongwane Tel No: 033 8465533

**POST 43/103** : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT REF NO: DOE/146/2018 (X2 POSTS)**

**SALARY** : R697 011 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).

**CENTRE** : Head Office

**REQUIREMENTS** : An appropriate Bachelor's Degree or Diploma in Human Resource Management or equivalent qualification. A minimum of 3 to 5 years' management experience. Extensive experience in Human Resource Management/Performance Management. Broad financial management experience, working knowledge and experience in a government environment or public sector is an added advantage. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Performance Management and Development Frameworks and other relevant prescripts. Organising, Planning, Co-ordinating, Strategic planning, Project Management, Conflict resolution and team building skills. Candidate must be innovative, proactive, responsible, tactical and diplomatic. Communication (Verbal & written skills). Computer literacy (Ms Word, Ms Excel, Ms Access and PowerPoint). A valid driver's license is also a requirement. Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Province practice notes, Delegation authority, Basic Conditions of Employment, Public Service Act and Regulations, Constitution of RSA and other relevant legislation. Advanced knowledge of PFMA, Treasury regulation, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Skills- computer (PERSAL, BAS and spreadsheet), Interpretation and application of policy, Policy development and managerial skills, strategic Planning, Problem solving analytical thinking, Ability to



communicate and present issues to management. Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Risk analysis and control, Good inter-personal communication, Planning and Organising, Report writing, Innovation and creativity and empowerment. Attributes- Honest, Integrity, Creative, Reliable and Accurate, Open and Transparent, Team Leader and Player, be able to work under pressure, value diversity, confidentiality, decisive, assertive, influencing skills, customer service oriented, change oriented.

**DUTIES** : The incumbent will perform the following duties: Manage and maintain staff performance management systems of Public Service (PS), Senior Management Service (SMS), Office Based Educator (OBE) and School Based Educator (IQMS) staff. Manage and monitor the spending of the 1.5% budget allocated for payment of performance incentives and progressions. Administer and monitor the moderation of the assessments and ensure the implementation of progressions, incentives & payments on PERSAL. Give support and render advice to staff regarding procedures, requirements and general prescripts. Provide support and advice during the moderations and quality assure stages of the performance cycles. Advise line managers and staff on the implantation of the departmental recognition and reward framework. Manage the collection of data and the compilation of a variety of reports and statistics on activities to various stakeholders. Provide advice and guidance to management regarding the interpretation and implementation of policies.

**ENQUIRIES** : Mr A.B. Zwane – Tel No: 033 846 5127

**POST 43/104** : **DEPUTY DIRECTOR: BUDGET & EXPENDITURE MONITORING REF NO: DOE/147/2018**

**SALARY** : R697 011 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).

**CENTRE** : Head Office

**REQUIREMENTS** : Bachelor's Degree or National Diploma or Commerce or equivalent couple with three (3-5) year's junior management experience. Computer Literacy. Valid Driver's Licence. Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Provincial practice notes, Delegation authority, Basic conditions of employment, Public Service Acts and Regulations, Constitution of RSA and other relevant legislation, Advanced knowledge of PFMA, Treasury Regulations, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Skills – computer (PERSAL, BAS and spreadsheets), Interpretation and application of policy, Policy development and managerial skills, Strategic planning, Problem solving and analytical thinking, Ability to communicate and present issues to management, Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Conflict Management, Risk analysis and control, Good inter-personal communication, Planning and Organizing, Report writing, Innovation – Honesty, Integrity, Creativity, Reliable and Accurate, Open and Transparent, Team Leader and Player, be able to work under pressure, value diversity, confidentiality, decisive, assertive, influencing skills, customer service orientated, change orientated.

**DUTIES** : Preparation of the Department's budget and monitoring expenditure. Prepare budget for the Department. Ensure that the budget is correctly captured on BAS. Review monthly cash flows of all components. Prepare journal entries to correct errors and misallocations. Manage budget Staff. Safe guard the assets of all components.

**ENQUIRIES** : Mr N. Mpanza Tel No: 033 846 5450

**POST 43/105** : **DEPUTY DIRECTOR: DEMAND MANAGEMENT AND CONTRACT MANAGEMENT REF NO: DOE/148/2018**

Directorate: Demand and Acquisition)

**SALARY** : R697 011 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).

**CENTRE** : Head Office

**REQUIREMENTS** : Bachelor's Degree or National Diploma in Commerce/ Supply Chain Management or equivalent coupled with at least three (3) years' junior management experience in a finance/ SCM environment. Computer Literacy. Valid Driver's License. Competencies: Advanced knowledge of PFMA, Treasury Regulations and Practice Notes. Sound

knowledge and understanding of: Financial Management principles; Procurement Procedures and Supply Chain management procedures; Strategic Management; Public Sector reporting procedures; and Service Delivery Solutions. Experience in Public Sector Financial Management, Demand Management and Public Sector Reporting. Computer skills (BAS and spreadsheets), Honesty, Integrity, Reliability and Accuracy, Team Leader and Player, be able to work under pressure, value diversity, confidentiality, decisive, assertive, Influencing skills, customer service oriented, and change oriented.

**DUTIES** : Conduct needs assessments; Conduct a market and industry analysis; Manage procurement planning for the department; Manage the process of drafting specifications/terms of reference; Management of bid/ quotation process; Manage and administer SCM contracts; Manage Performance and Risk; Reporting of Supply Chain Management information as per legislative requirements; Conduct the annual SCM risk assessment and develop a risk response plan; Provide support to District Management in relation to the functions of the SCM; Management of human resources of the office.

**ENQUIRIES** : Ms. HB Kumalo Tel No: 033 846 5523

**POST 43/106** : **DEPUTY DIRECTOR: TAX REF NO: DOE/149/2018**  
Directorate: Salaries & Tax

**SALARY** : R697 011 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).

**CENTRE** : Head Office

**REQUIREMENTS** : National Diploma or Bachelor's Degree in Commerce or equivalent couple with three (3) year's junior management experience. Computer Literacy. Valid Driver's License. Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Provincial practice notes, Delegation authority, Basic conditions of employment, Public Service Acts and Regulations, Constitution of RSA and other relevant legislation, Advanced knowledge of PFMA, Treasury Regulations, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Skills – computer (PERSAL, BAS and spreadsheets), Interpretation and application of policy, Policy development and managerial skills, Strategic planning, Problem solving and analytical thinking, Ability to communicate and present issues to management, Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Conflict Management, Risk analysis and control, Good inter-personal communication, Planning and Organizing, Report writing, Innovation and creativity and Empowerment Attributes – Honesty, Integrity, Creative, Reliable and Accurate, Open and Transparent, Team Leader and Player, be able to work under pressure, value diversity, confidentiality, decisive, assertive, influencing skills, customer service orientated, change orientated.

**DUTIES** : To manage the Tax Sub-Directorate; reconcile and report tax related transactions for the Department. Ensure Persal monthly and tax year end reports are drawn, distributed and cleared to enable a CSV file Attend to and investigate correspondence relating to tax queries. Supervise and control staff and their records/ensure performance assessments and related documents are submitted/ensure accurate leave records on Persal/mentor interns/attend and prepare meetings with SARS; Persal Controller and Finance. Processing and authorising BAS documents and reports. Deal with logic related queries. Attend to yearly reconciliation and amend previous years reconciliation.

**ENQUIRIES** : Mrs. MMLS Mkhize Tel No: 033 -3486000

**POST 43/107** : **DEPUTY DIRECTOR: SALARIES REF NO: DOE/150/2018**  
Directorate: Salaries & Tax

**SALARY** : R697 011 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).

**CENTRE** : Head Office

**REQUIREMENTS** : National Diploma or Bachelor's Degree in Commerce or equivalent couple with three (3) year's junior management experience. Computer Literacy. Valid Driver's Licence. Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Provincial practice notes, Delegation authority, Basic conditions of employment, Public Service Acts and Regulations, Constitution of RSA and other relevant legislation, Advanced knowledge of PFMA, Treasury Regulations, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant

legislation. Skills – computer (PERSAL, BAS and spreadsheets), Interpretation and application of policy, Policy development and managerial skills, Strategic planning, Problem solving and analytical thinking, Ability to communicate and present issues to management, Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Conflict Management, Risk analysis and control, Good inter-personal communication, Planning and Organizing, Report writing, Innovation and creativity and Empowerment, Honesty, Integrity, Creative, Reliable and Accurate, Open and Transparent, Team Leader and Player, be able to work under pressure, value diversity, confidentiality, decisive, assertive, influencing skills, customer service orientated, change orientated.

**DUTIES** : To manage the Salaries Sub-Directorate and to manage suspense accounts relating to salaries and salary related conduct account reconciliation. Clearing of salary related accounts. Processing payments of salaries, allowances and deductions. Attending to queries pertaining to salaries. Supervision of staff. Attend to Office of the Premier and Department Persal Controller.

**ENQUIRIES** : Mrs. MMLS Mkhize- Tel No: 033 348600

**POST 43/108** : **ASSISTANT DIRECTOR: ACCOUNTING CONTROL SERVICES**

**SALARY CENTRE** : R356 289 per annum (Level 09)  
 : Umzinyathi District: Ref No: DOE/95/2018  
 : Umlazi District: Ref No: DOE/96/2018  
 : King Cetshwayo District: Ref No: DOE/97/2018  
 : Umkhanyakude District: Ref No: DOE/98/2018  
 : Harry Gwala District: Ref No: DOE/99/2018  
 : Ugu District: Ref No: DOE/100/2018  
 : Pinetown District: Ref No: DOE/101/2018  
 : Ilembe District: Ref No: DOE/102/2018  
 : Uthukela District: Ref No: DOE/103/2018

**REQUIREMENTS** : Degree/National Diploma in Commerce. 3-5 years supervisory experience. Computer Literacy. Valid Drivers licence. A Practical Extensive Experience in BAS, PERSAL and VULINDLELA. Experience in public sector finance & budget processes, Debt Management, responding to audit enquiries and preparation of financial statements. Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Provincial practice notes, Delegation authority, Basic conditions of employment, Public Service Acts and regulations, the constitution and other relevant legislation, Advance knowledge of PFMA, Treasury regulations, Practice notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation, Computer (PERSAL, BAS, and Spreadsheets), Interpretation and application of policy, Policy development and managerial skills, Strategic planning, Problem solving and analytical thinking, Ability to communicate and present issues to management, Intermediate financial management skills, Numeracy skills, Team Building, Communication, Project Management, Conflict Management, Risk analysis and control, good inter-personal communication, Planning and organising, Strategic planning, Report writing, innovation and creativity, Empowerment.

**DUTIES** : Oversee the remuneration of Employees and Creditors. Management Suspense Accounts and debtors relating to employees, ex-employees and creditors, payments & updating of accounts. Render financial management support services with regards to the MTEF cycle i.e budget and expenditure management in terms of the PFMA, Treasury Regulations and Practice notes. Manage Norms and Standards. Manage the resources of the component. Provide remuneration to personnel and payroll control. Control and maintain salary accounts and records. Render settlement of miscellaneous accounts and Render the administration of creditor accounts. Assist the Deputy Director in responding to audit enquiries, ensure that quarterly appraisals and monthly reports are done and submitted to the Deputy Director. Preparation of Notes to Financial Statements.

**ENQUIRIES** : UMzinyathi District: Mr. SW Kheswa Tel No: 034-219 2703  
 : Umlazi District Tel No: Mr. PN Cele: 031-360 6597  
 : King Cetshwayo District: Mr. DS Chonco Tel No: 035-9011303  
 : UMkhanyakude District: Mr. TJ Motha Tel No: 035- 573 9601  
 : Harry Gwala District: Ms. ZC Zakuza-Njakazi Tel No: 039- 797 3703  
 : Ugu District: Mr. WM Sibiya Tel No: 039- 688 8991

Pinetown District: Mr. SLN Kheswa Tel No: 031 716 2708  
Ilembe District: DR LMMS Madondo Tel No: 032-439 6103  
Uthukela District: Mrs. ME Mokoena Tel No: 036 638 5264

**POST 43/109** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**

**SALARY CENTRE** : R356 289 per annum (Level 09)  
: Amajuba District: Ref No: DOE/104/2018  
: Uthukela District: Ref No: DOE/105/2018  
: Umzinyathi District: Ref No: DOE/106/2018  
: Ilembe District: Ref No: DOE/107/2018  
: Umkhanyakude District: Ref No: DOE/108/2018  
: King Cetshwayo District: Ref No: DOE/109/2018  
: Umgungundlovu District: Ref No: DOE/110/2018  
: Ugu District: Ref No: DOE/111/2018  
: Harry Gwala District: Ref No: DOE/112/2018

**REQUIREMENTS** : National Diploma or Bachelor's Degree in Supply Chain Management or Equivalent. 3-5 years' experience in the Supply Chain Management and Procurement Environment, with extensive experience in supervisory capacity. The following will serve as strong recommendations: a Valid Driver's License, proven working knowledge of government procurement procedures and regulations: Knowledge of BAS, knowledge of PPPFA, PFMA and Treasury Regulations. Ability to capture information accurately and in detail. Leadership and management skills. High level of computer literacy. Competencies: Communication skill (verbal and written), interpersonal, coordinating and organizing skills. Confidence, confidentiality and reliability. Ability to work under tight deadlines and pressure. Must be willing to work beyond normal working hours when required. Knowledge of administration policies and practices, budgeting and managerial functions, BAS, Central Supplier Database (CSD), Delegation authority, Basic Conditions of Employment, Public Service Act and Regulations. Risk Management and Internal controls, Knowledge of PFMA. Problem solving, organising, strategic planning, computer utilisation, financial management, change/diversity management, team building, conflict resolution, facilitation and project management. Discipline, innovation, creativity and problem solving.

**DUTIES** : Management of Bidding committees & the bidding process, monitor secretariat service to BID Committees, Maintain prescripts, manage and oversee the supply chain management process, verify and ensure that all specifications/terms of reference are correct before placing on the committee agenda, check the correctness of comparative schedules, documentation and minutes. Act as advisor to the evaluation and/or awarding committees, provide inputs into budget of the directorate, and provide guidance to staff. Identify current & future procurement needs of the District & link them to the Departmental Strategic & Operational Plans. Perform Industry and commodity analysis including market analysis. Determine sourcing strategies. Manage the demand process for goods and services and ensure that they are in line with the Departmental Procurement Plan. Oversee the processing of payment to service providers. Manage the Asset Management Services in the District Office. Manage the Resources of the component. Provide guidance to staff. Assist the Deputy Director in responding to audit enquiries, ensure that quarterly appraisals and monthly reports are done and submitted to the Deputy Director. Preparation of Notes to Financial Statements.

**ENQUIRIES** : Amajuba District: Mr. SDR Kubheka Tel No: 034-328 4502  
: Uthukela District: Mrs. ME Mokena Tel No: 036-638 5264  
: UMzinyathi District: Mr SW Kheswa Tel No: 034-219 2703  
: DR LMMS Madondo Tel No: 032-439 6103  
: UMKhanyakude District: Mr. TJ Motha Tel No: 035- 573 9601  
: King Cetshwayo District Tel No: Mr. DS Chonco: 035-901 1303;

**POST 43/110** : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS**

**SALARY CENTRE** : R356 289 per annum (Level 09)  
: Amajuba District: Ref No: DOE/113/2018  
: Uthukela District: Ref No: DOE/114/2018  
: Pinetown District: Ref No: DOE/115/2018  
: Umlazi District: Ref No: DOE/116/2018:

King Cetshwayo: Ref No: DOE/117/2018  
Zululand District: Ref No: DOE/118/2018  
Harry Gwala District: Ref No: DOE/119/2018  
Ugu District: Ref No: DOE/120/2018  
Umgungundlovu: Ref No: DOE/121/2018

**REQUIREMENTS** : An appropriate National Diploma or Bachelor's Degree in Human Resource Management. 3-5 years supervisory practical experience in the Human Resource Management Section in the Public Service, a valid driver's license, Computer literacy. Competencies: Knowledge of Administration procedures, Public Service Regulations, Public Service Act, Labour Relations Act, Employment of Educators act as amended, ELRC and GPSSBC Collective Agreements, Basic conditions of Service Act, Public Finance Management Act (PFMA) and other relevant prescripts. Planning and Organizing, Departmental Strategic Objectives, Management Reporting, Stakeholder Relations Management, Numeracy, Decision Making and Problem Solving, Computer Utilization, Team Building, Conflict Resolution, Communication, Interpersonal Skills, Project Management, Ability to work independently and Report writing. Analytical thinking, Planning and Organizing, computer Utilization, Adaptability, Verbal and Written Communication Skills.

**DUTIES** : Handling matter pertaining to misconduct. Oversee the provision of support and advise on employee relations issues in the District. Manage the handling of grievances and disputes and the implementation of the disciplinary code and procedure. Co-ordinate training on employee relations issues in the District. Manage database iro. Discipline, grievance and dispute cases. Manage the resources of the component. Manage staff performance in the component. Supervision of staff in the component.

**ENQUIRIES** : Amajuba District: Mr. SDR Kubheka Tel No: 034 328 4502  
Uthukela District: Mrs. ME Mokoena Tel No: 036 638 5264  
Pinetown District: Mr. SLN Kheswa Tel No: 031 716 2708  
Umlazi District: Mr. PN Cele Tel No: 031 360 6597  
King Cetshwayo District: Mr. DS Chonco Tel No: 035-901 1303  
Zululand District: Mr. PD Ndlovu Tel No: 034 989 9885  
Harry Gwala District Ms. ZC Zakuza-Njakazi Tel No: 039- 797 3703  
Ugu District: Mr. WM Sibiya Tel No: 039- 688 8991  
UMgungundlovu District: Mr. S Mabinza Tel No: 033- 341 6403

**POST 43/111** : **ASSISTANT DIRECTOR: HUMAN RESOURCE SERVICE CONDITIONS**

**SALARY CENTRE** : R356 289 per annum (Level 09)  
Amajuba District: Ref No: DOE/122/2018  
Umzinyathi District: Ref No: DOE/123/2018  
Ilembe District: Ref No: DOE/124/2018  
Pinetown District: Ref No: DOE/125/2018  
Umlazi District: Ref No: DOE/126/2018  
Umkhanyakude District: Ref No: DOE/127/2018  
Harry Gwala District: Ref No: DOE/128/2018  
Ugu District: Ref No: DOE/129/2018  
King Cetshwayo District: Ref No: DOE/130/2018

**REQUIREMENTS** : An appropriate National Diploma or Bachelor's Degree in Human Resource Management. 3-5 years supervisory experience in the Human Resource Management Section in the Public Service , computer literacy, a valid driver's license. A practical extensive experience in PERSAL and Pension Case Management. A PERSAL certificate will be an advantage. Competencies: Knowledge Administration procedures, Public Services Regulations, Public Service Act, Labour Relations Act, Employment of Educators Act as amended, ELRC and GPSSBC Collective Agreements and other relevant prescripts. Planning and organizing Human resource matters, Training and Development, Planning and organizing, Departmental Strategic objectives Management reporting, Stakeholder Relations Management, Computer skills, Numeracy, Decision Making and Problem Solving, Computer utilization, Team Building, Conflict Resolution, Communication and interpersonal skills, Project Management, Ability to work independently, report writing.

**DUTIES** : Co-ordinate pension and personnel welfare matters. Oversee the administration of leave related matters and Long Service Awards. Coordinate the processing of termination of services. Oversee the administration of Homeowners allowances and issuing of State

Guarantees. Coordinate the pension and personnel matters. Oversee the provision of other general service conditions. Manage the resources of the component. Supervision of staff in the component. Manage staff performance in the component.

**ENQUIRIES**

: Amajuba District: Mr. SDR Kubheka Tel No: 034 328 4502  
UMzinyathi District: Mr SW Kheswa Tel No: 034 219 2703  
Ilembe District: Dr LMMS Madondo Tel No: 032 439 6103  
Pinetown District: Mr. SLN Kheswa Tel No: 031 716 2708  
Umlazi District: Mr. PN Cele Tel No: 031 360 6597  
UMkhanyakude District: Mr. TJ Motha Tel No: 035 573 9601  
Harry Gwala District: Ms. ZC Zakuza-Njakazi Tel No: 039- 797 3703  
Ugu District: Mr. WM Sibiya Tel No: 039- 688 8991  
King Cetshwayo District: Mr. DS Chonco Tel No: 035-901 1303,

**POST 43/112**

**ASSISTANT DIRECTOR HUMAN RESOURCE PROVISIONING**

**SALARY CENTRE**

: R356 289 per annum (Level 09)  
: Amajuba District: Ref No: DOE/131/2018  
: Umzinyathi District: Ref No: DOE/132/2018  
: Pinetown District: Ref No: DOE/133/2018  
: Umlazi District: Ref No: DOE/134/2018  
: Umkhanyakude District: Ref No: DOE/135/2018

**REQUIREMENTS**

: An appropriate National Diploma or Bachelor's Degree in Human Resource Management. 3-5 years supervisory experience in the Human Resource Management Section in the Public Service , computer literacy, a valid driver's license. A practical extensive experience in Persal and Establishment Control. A Persal certificate will be an advantage. Competencies: Knowledge in Administration procedures, Public Service Regulations, Public Service Act, Public Service Regulations, Labour Relations Act, Basic conditions of Service Act Public Finance Management Act (PFMA and other relevant prescripts. Planning and Organising, Departmental Strategic Objectives, Management Reporting, Stakeholder Relationship Management, Numeracy, Decision Making and Problem Solving, Computer Utilization, Team Building, Conflict Resolution, Communication, Interpersonal Skills, Project Management, Ability to work independently, Report writing.

**DUTIES**

: Oversee the compilation of vacancy list for advertisement and the distribution of Bulletins to institutions. Oversee the handling of all Matters pertaining to the recruitment and selection process of Personnel and exercising of establishment control. Oversee the provision of services with regards to the filling of posts. Control the processing of payments in respect of salaries, Standby and shift allowance and, ECD appointments. Oversee the granting of recognition for improved Qualifications. Manage the resources of the component. Supervision of staff in the component. Manage staff performance in the component.

**ENQUIRIES**

: Amajuba District: Mr. SDR Kubheka Tel No: 034 328 4502  
UMzinyathi District: Mr SW Kheswa Tel No: 034 219 2703  
Pinetown District: Mr. SLN Kheswa Tel No: 031 716 2708  
Umlazi District: Mr PN Cele Tel No: 031 360 6597  
UMkhanyakude District: Mr. TJ Motha: 035 573 9601  
Harry Gwala District: Ms. ZC Zakuza- Njakazi Tel No: 039- 797 3703

**POST 43/113**

**ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT**

**SALARY CENTRE**

: R356 289 per annum (Level 09)  
: Uthukela District: Ref No: DOE/137/2018  
: Umzinyathi District: Ref No: DOE/138/2018  
: Ilembe District: Ref No: DOE/139/2018  
: Umkhanyakude District: Ref No: DOE/140/2018  
: Harry Gwala District: Ref No: DOE/141/2018  
: Umgungundlovu District: Ref No: DOE/142/2018

**REQUIREMENTS**

: An appropriate National Diploma or Bachelor's Degree in Human Resource Management. 3-5 years supervisory practical experience in the Human Resource Management Section in the Public Service, a valid driver's license. Competencies: Knowledge of Administration procedures, Public Service Regulations, Public Service Act, Labour Relations Act, Employment of Educators act as amended, ELRC and

		GPSSBC Collective Agreements, Basic conditions of Service Act, Public Finance Management Act (PFMA) and other relevant prescripts. Planning and Organizing, Departmental Strategic Objectives, Management Reporting, Stakeholder Relations Management, Numeracy, Decision Making and Problem Solving, Computer Utilization, Team Building, Conflict Resolution, Communication, Interpersonal Skills, Project Management, Ability to work independently and Report writing.
<b><u>DUTIES</u></b>	:	Management and Monitoring of Integrated Quality Management and Development System in the District. Management and Monitoring of Performance Management and Development System in the District. Administer the application of the Performance Management System in the District. Supervise personnel in the section. Support and Attend to underperforming employees. Conduct school visits. Manage the resources of the component. Supervision of staff in the component. Manage staff performance in the component.
<b><u>ENQUIRIES</u></b>	:	Uthukela District: Mrs. ME Mokena Tel No: 036-638 5264 UMzinyathi District: Mr. SW Kheswa Tel No: 034-219 2703 Ilembe District: Dr LMMS Madondo Tel No: 032 439 6103 UMkhanyakude District: Mr. TJ Motha Tel No: 035- 573 9601 Harry Gwala District: Ms. ZC Zakuza-Njakazi Tel No: 039- 797 3703 Umgungundlovu District: Mr S Mabinza Tel No: 033 341 6403
<b><u>POST 43/114</u></b>	:	<b><u>ASSISTANT DIRECTOR: DISCIPLINE REF NO: DOE/151/2018</u></b>
<b><u>SALARY</u></b>	:	R356 289 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	Bachelor's degree /diploma in Labour Relations / Human Resources .3 years' experience in Labour Relations. Well-developed written and verbal communication skills, good interpersonal skills, computer literacy, ability to interact with stakeholders at various levels. Knowledge of the Public Service Act, Public Service Regulations, Labour Relations Act, PSCBC, GPSSBC Resolutions and any other legislation inherent to the post. Valid Drivers license. Competencies: Knowledge of a variety of work ranges and procedures such as: Public Services Act, Public Service Regulations, Labour Relations Act, Finance, Human Resource Matters, Training Development, Planning and Organising, Administration procedures relating to specific work environment, how to research/gather information and analyse Prescripts & Legislation.
<b><u>DUTIES</u></b>	:	Advise managers on labour Relations policy areas. Represent the Department in the disciplinary hearings, conciliations and arbitrations. Conduct investigations regarding misconduct and grievances .Provide training to employees concerning Labour Relations matters. Supervise subordinates .Prepare submissions and reports to the Head of Department for the implementation of arbitration awards. Responsible for capturing of misconduct and grievances on Persal.
<b><u>ENQUIRIES</u></b>	:	Mr. N C Ngcobo - Tel No: 033 846 5402
<b><u>POST 43/115</u></b>	:	<b><u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DOE/152/2018</u></b>
<b><u>SALARY</u></b>	:	R356 289 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	Bachelor's degree /diploma in Labour Relations / Human Resources. 3 years' experience in Labour Relations. Well-developed written and verbal communication skills, good interpersonal skills, computer literacy, ability to interact with stakeholders at various levels. Knowledge of the Public Service Act, Public Service Regulations, Labour Relations Act, PSCBC , GPSSBC Resolutions and any other legislation inherent to the post. Valid Driver's license. Competencies: Knowledge of a variety of work ranges and procedures such as: Public Services Act, Public Service Regulations, Labour Relations Act, Finance, Human Resource Matters, Training Development, Planning and Organising, Administration procedures relating to specific work environment, how to research/gather information and analyse Prescripts & Legislation.
<b><u>DUTIES</u></b>	:	Advise managers on labour Relations policy areas. Represent the Department in the disciplinary hearings, conciliations and arbitrations. Conduct investigations regarding misconduct and grievances. Provide training to employees concerning Labour Relations matters. Supervise subordinates Prepare submissions and reports to the Head of Department for the implementation of arbitration awards. Responsible for capturing of misconduct and grievances on Persal.

**ENQUIRIES** : Mr. N C Ngcobo - Tel No: 033 846 5402

**POST 43/116** : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: DOE/153/2018 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R356 289 per annum (Level 09)  
: Head Office  
: An appropriate Bachelor's Degree or Diploma in Human Resource Management or equivalent qualification. A minimum of 3 to 5 years' supervisory experience, working knowledge and experience in Human Resource Management/Performance Management in the government sector is an added advantage. Broad financial management experience. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Performance Management and Development Frameworks and other relevant prescripts. Organising, Planning, Co-ordinating, Strategic planning, Project Management, Conflict resolution and team building skills. Communication (Verbal & written skills). Computer literacy (Ms Word, Ms Excel, Ms Access and PowerPoint). A valid driver's license is also a requirement. Competencies: Generic competencies: Job knowledge, organisation and planning, verbal and written communication, motivational and influencing skills, people Management, conflict resolution, problem solving. Technical competencies: Knowledge of the above mentioned pieces of legislation. Attributes: Honesty, Integrity, Reliable and Transparent. Ability to work under pressure, value diversity, confidentiality, decisive, assertive, influencing skills, and customer service oriented and change oriented.

**DUTIES** : The incumbent will manage the implementation of staff performance management systems of Public Service (PS), Senior Management Service (SMS), Office Based Educator (OBE) and School Based Educator (IQMS) staff. Consolidate the performance agreements and assessments. Coordinate the convening of the Departmental moderating committee. Facilitate the payment of salary progression. Ensure the provision of advisory support services to all role players. Develop compliance reports. Manage the resources of the component.

**ENQUIRIES** : Mr A.B. Zwane – Tel No: 033- 846 5127

**POST 43/117** : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: DOE/154/2018**  
Directorate: Demand and Acquisition

**SALARY CENTRE REQUIREMENTS** : R356 289 per annum (Level 09)  
: Head Office  
: National Diploma or Bachelor's Degree in Commerce/ Supply Chain Management or equivalent coupled with at least three (3) years' supervisory experience. Computer Literacy. Valid Driver's License. Competencies: Advanced knowledge of PFMA, Treasury Regulations and Practice Notes. Sound knowledge and understanding of: Financial Management principles; Procurement Procedures and Supply Chain management procedures; Strategic Management; Public Sector reporting procedures; and Service Delivery Solutions. Experience in Public Sector Financial Management, Demand Management and Public Sector Reporting. Computer skills (BAS and spreadsheets), Honesty, Integrity, Reliability and Accuracy, Team Leader and Player, be able to work under pressure, value diversity, confidentiality, decisive, assertive, influencing skills, customer service oriented, change oriented.

**DUTIES** : Manage and administer SCM related contracts effectively in line with departmental policies and procedures, and in accordance with applicable legislation in respect of: compilation, adjustments, variations and amendments; cancellations and transfers; remedial actions; Management of human resources of the office.

**ENQUIRIES** : Ms. H.B Kumalo - Tel No: 033 846 5523

**POST 43/118** : **ASSISTANT DIRECTOR: BID SUPPORT REF NO: DOE/155/2018**  
Directorate: Demand and Acquisition

**SALARY CENTRE REQUIREMENTS** : R356 289 per annum (Level 09)  
: Head Office  
: National Diploma or Bachelor's Degree in Commerce/ Supply Chain Management or equivalent coupled with at least three (3) years' supervisory experience. Computer Literacy. Valid Driver's Licence. Competencies: Advanced knowledge of PFMA,



Treasury Regulations and Practice Notes. Sound knowledge and understanding of: Financial Management principles; Procurement Procedures and Supply Chain management procedures; Strategic Management; Public Sector reporting procedures; and Service Delivery Solutions. Experience in Public Sector Financial Management, Demand Management and Public Sector Reporting. Computer skills (BAS and spreadsheets), Honesty, Integrity, Reliability and Accuracy, Team Leader and Player, be able to work under pressure, value diversity, confidentiality, decisive, assertive, influencing skills, customer service oriented, change oriented.

**DUTIES** : Manage the process of compilation of bid/ quotation documentation and adverts;

Opening and processing of bids/ quotations; Evaluation of bids/ quotations; Provide support function to departmental bid committees; Ensure safe keeping of all quotation/ bid documents and minutes of meetings; Management of human resources of the office.

**ENQUIRIES** : Ms. H.B Kumalo - Tel No: 033 846 5523

**POST 43/119** : **ASSISTANT DIRECTOR: TAX REF NO: DOE/156/2018**

Directorate: Salaries & Tax

**SALARY** : R356 289 per annum (Level 09)

**CENTRE** : Head Office

**REQUIREMENTS** : National Diploma or Bachelor's Degree in Commerce or equivalent couple with three (3) year's junior management experience. Computer Literacy. Valid Driver's Licence. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Analytical thinking, Planning and Organizing, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic Planning, Computer Utilization, Policy Formulation, Financial Management, Change/Diversity Management, Ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals.

**DUTIES** : Manage the Tax Sub Directorate, reconcile and report tax related transactions for the Department. Investigate/revise Persal monthly and tax year-end reports ensuring reports are cleared and records are ready for the CSV file. Investigate/revise adjusting certificates and ensuring that an amended IRP5 will be ready for the CSV file. Deal with telephonic and email queries and issue duplicate IRP5's/ deal with tax calculations/opening and closing of certificates for previous tax years. Assist districts who need guidance regarding salary issues. Compile and capture journals on BAS, capture and revise payments and journals on Persal. Investigation and updating on Excel spreadsheet, journals reflecting on the Tax Account, balancing and tax pay over to SARS. Investigate, revise and create reports, ensuring that records are ready for CSV file. Assisting with balancing of the updated data of creates and adjustments on Excel spreadsheets for the relevant tax year end reconciliation for Persal and non Persal cases.

**ENQUIRIES** : Mrs. MMLS Mkhize - Tel No: 033- 3486000

**POST 43/120** : **ASSISTANT DIRECTOR: SALARY (SUSPENSE ACCOUNT) REF NO: DOE/157/2018**

**SALARY** : R356 289 per annum (Level 09)

**CENTRE** : Head Office

**REQUIREMENTS** : National Diploma or Bachelor's Degree in Commerce or equivalent couple with three (3) year's junior management experience. Computer Literacy. Valid Driver's Licence. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Analytical thinking, Planning and Organizing, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic Planning, Computer Utilization, Policy Formulation, Financial Management, Change/Diversity Management, Ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals.

**DUTIES** : Manage the Salaries Sub Directorate and to manage suspense accounts relating to salaries and conduct salary related account reconciliations. Clearing of salary related accounts. Processing payments of salaries, allowances and deductions. Attending to

queries pertaining to salaries. Supervision of staff. Attend to Office of the Premier and Departmental Peral Controller.

**ENQUIRIES** : Mrs. MMLS Mkhize Tel No: 033- 3486000

**POST 43/121** : **ASSISTANT DIRECTOR: SALARY (GARNISHEE) REF NO: DOE/158/2018**  
Directorate: Salaries & Tax

**SALARY** : R356 289 per annum (Level 09)  
**CENTRE** : Head Office  
**REQUIREMENTS** : National Diploma or Bachelor's Degree in Commerce or equivalent couple with three (3) year's junior management experience. Computer Literacy. Valid Driver's Licence. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Analytical thinking, Planning and Organizing, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic Planning, Computer Utilization, Policy Formulation, Financial Management, Change/Diversity Management, Ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals.

**DUTIES** : Manage the Salaries Sub Directorate and to control salaries and other payment service. Approve and authorize maintenance orders, SARS garnishee and uploading garnishee orders from Peral. Uploading garnishee orders to Q-link. Manage clearing of suspense accounts and refunding employees. Fair attending of stakeholders. Monitor filing of all salary documents. Supervision of staff.

**ENQUIRIES** : Mrs. MMLS Mkhize Tel No: 033- 3486000

**POST 43/122** : **ASSISTANT DIRECTOR: SALARY (PAYMENTS) REF NO: DOE/159/2018**  
Directorate: Salaries & Tax

**SALARY** : R356 289 per annum (Level 09)  
**CENTRE** : Head Office  
**REQUIREMENTS** : National Diploma or Bachelor's Degree in Commerce or equivalent couple with three (3) year's junior management experience. Computer Literacy. Valid Driver's Licence. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Analytical thinking, Planning and Organizing, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic Planning, Computer Utilization, Policy Formulation, Financial Management, Change/Diversity Management, Ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals.

**DUTIES** : Manage the Salaries Sub Directorate and to control salaries and other payment service. Clearing of salary related accounts. Processing payments of salaries, allowance and deductions. Attending to queries pertaining to salaries. Supervision of staff. Monitor filing of all salary documents.

**ENQUIRIES** : Mrs. MMLS Mkhize Tel No: 033- 3486000

**POST 43/123** : **ASSISTANT DIRECTOR: DEBT REF NO: DOE/160/2018**  
Directorate: Financial Accounting

**SALARY** : R356 289 per annum (Level 09)  
**CENTRE** : Head Office  
**REQUIREMENTS** : National Diploma or Bachelor's Degree in Commerce or equivalent couple with three (3) year's junior management experience. Computer Literacy. Valid Driver's Licence. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Analytical thinking, Planning and Organizing, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic Planning, Computer Utilization, Policy Formulation, Financial Management, Change/Diversity Management, Ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals.

**DUTIES** : Provide accounting and Debt Services. Control, monitor and clear all Receivable and Revenue Accounts for the Department. Reconcile the Debt, all Suspense and Revenue Accounts for the Department including all districts and to prepare monthly and quarterly reports to management. Liaise with district officials, debtors and other department's i.r.o outstanding payments, information regarding allocations, both telephonic and in writing. Manage Persal and Bas reconciliations and clear all Persal Exceptions. Check and Authorize BAS Journals, Debt take-on forms and Persal transactions. Check and clear misallocations on BAS before the close of books on BAS monthly and annually. Must be prepared to work under pressure and meet tight deadlines when closing books monthly and annually. Identify unauthorized expenditure and effect adjustments. Supervise and manage personnel performance.

**ENQUIRIES** : Mr Z.M. Luthuli - Tel No: 033 846 5121

**POST 43/124** : **ASSISTANT DIRECTOR: BANKING REF NO: DOE/161/2018**  
Directorate: Financial Accounting

**SALARY** : R356 289 per annum (Level 09)  
**CENTRE** : Head Office  
**REQUIREMENTS** : National Diploma or Bachelor's Degree in Commerce or equivalent couple with three (3) year's junior management experience. Computer Literacy. Valid Driver's Licence. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Analytical thinking, Planning and Organizing, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic Planning, Computer Utilization, Policy Formulation, Financial Management, Change/Diversity Management, Ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals.

**DUTIES** : Provide accounting and banking services. Control and monitor all transactions in the Department's Bank Accounts on a daily basis. Manage and clear all exceptions and bank related Suspense Accounts for the Department on a daily basis. Perform daily and monthly bank reconciliations and report to management. Interaction with Departmental and Bank officials with written and telephonic queries relating to banking/salary recall matters and to work under pressure in meeting tight deadlines. Check and Authorize Journals and online transactions on BAS in respect of bank related transactions. Verify all transactions against the Bank Reconciliation Exception Report against the relative Bank Statement on Cash focus. Reconcile the Exchequer Grant Account against the funds received for Equitable Shares and Conditional Grants from Provincial Treasury and prepare Cash Flow Statement monthly. Inform districts of all salary recalls, returns, payments that exceeded the limits. Supervise and manage personnel performance.

**ENQUIRIES** : Mr Z.M. Luthuli - Tel No: 033 846 5121

**POST 43/125** : **ASSISTANT DIRECTOR: EXPENDITURE CONTROL CREDITORS REF NO: DOE/162/2018**  
Directorate: Financial Accounting

**SALARY** : R356 289 per annum (Level 09)  
**CENTRE** : Head Office  
**REQUIREMENTS** : National Diploma or Bachelor's Degree in Commerce or equivalent couple with three (3) year's junior management experience. Computer Literacy. Valid Driver's Licence. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Analytical thinking, Planning and Organizing, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic Planning, Computer Utilization, Policy Formulation, Financial Management, Change/Diversity Management, Ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals.

**DUTIES** : Provide budget and expenditure monitoring services. Compilation of report on processed orders. Monitoring of authorized transaction by supervisors. Management of dispatch process, manage the process of authorizing Bas documents, monthly report compilation, manage Human and Financial Resources, validating and update of

capture/authorised Financial Data against bas control report TP ensure payment disbursement after each run. Supervise and manage personnel performance.  
**ENQUIRIES** : Mr Z.M. Luthuli - Tel No: 033 846 5121

**POST 43/126** : **ASSISTANT DIRECTOR: COMPUTER AUDITING REF NO: DOE/163/2018**  
 Directorate: Financial Accounting

**SALARY** : R356 289 per annum (Level 09)  
**CENTRE** : Head Office  
**REQUIREMENTS** : National Diploma or Bachelor's Degree in Commerce or equivalent couple with three (3) year's junior management experience. Computer Literacy. Valid Driver's Licence. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Analytical thinking, Planning and Organizing, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic Planning, Computer Utilization, Policy Formulation, Financial Management, Change/Diversity Management, Ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals.

**DUTIES** : Monitor Section 21 Schools Domestic Accounts. Be Responsible and accountable for the Efficient Functional Activities I n performing duties relative to the Controlling Domestic Accounts. Visit Section 21 Schools with Outstanding Municipality Accounts. Verify All School Transactions against Reconciliation Report. Visit Section 21 Schools to verify School's Bank Account. Monitor and assist School Subsidy. Supervise and Manage Personnel Performance

**ENQUIRIES** : Mr Z.M. Luthuli - Tel No: 033 846 5121

**POST 43/127** : **ASSISTANT DIRECTOR: BUDGET & EXPENDITURE MONITORING REF NO: DOE/164/2018**

**SALARY** : R356 289 per annum (Level 09)  
**CENTRE** : Head Office  
**REQUIREMENTS** : National Diploma or Bachelor's Degree in Commerce or equivalent couple with three (3) year's management experience. Computer Literacy. Valid Driver's Licence. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Analytical thinking, Planning and Organizing, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic Planning, Computer Utilization, Policy Formulation, Financial Management, Change/Diversity Management, Ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals.

**DUTIES** : Collects and review budget inputs from various components. Prepare Monthly cash flows of all components. Prepare journal entries to correct errors and misallocations. Review requisitions to ensure that correct BAS codes are captured. Manage budget staff.

**ENQUIRIES** : Mr N. Mpanza - Telephone No. 03335450

**POST 43/128** : **ASSISTANT DIRECTOR: PERSAL INFORMATION REF NO: DOE/165/2018**

**SALARY** : R356 289 per annum (Level 09)  
**CENTRE** : Head Office  
**REQUIREMENTS** : Appropriate Bachelors degree/ National Diploma in Public Administration with 3 – 5 years supervisory experience in in Human Resource Provisioning or Establishment Control, Code 08 driver's license. Competencies: Thorough knowledge of the PERSAL system, specifically its functionality & capabilities; Extensive knowledge Public Service Act, Public Service Regulations, Employment of Educators Act, PFMA and PSCBC resolutions; Extensive knowledge of Vulindlela and FTP access; Advanced knowledge of MS Excel, MS Access, MS Word and MS PowerPoint; Successful completion of the Persal Introductory and Persal Information course (Controllers Course will be an added advantage); Excellent writing skills, communication skills; Planning and organizing skills; and.

**DUTIES** : Manage the provision of Persal Information to stakeholders; Ensure that all information requests adhere to the requestor's specifications/needs Manage the integrity of data on Persal by ensuring that all data stored on Persal adheres to HR and Financial prescripts and regulations. Alert the system of discrepancies on the information stored on Persal Manage Persal audit reports distributed to Districts and Head Office. Control the updating of database and statistics. Compile, analyse and submit monthly reports to Management and other stakeholders; and Manage the performance, training, development, supervision & career pathing of staff.

**ENQUIRIES** : Mrs N.C. Sithole- Tel No: 033 846 5367

**POST 43/129** : **ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: DOE/166/2018**

**SALARY** : R356 289 per annum (Level 09)

**CENTRE** : Head Office

**REQUIREMENTS** : An appropriate Bachelor's Degree or Diploma in the field of Public Administration with 3-5 years managerial experience in HR Environment. Knowledge of Public Service Act, Public Service Regulations, Employment of Educators Act, Basic conditions of employment Act, Labour Relations Act, Public Finance Management Act, Division of Revenue Act and other relevant prescripts. Organising, Planning, Co-ordinating, Strategic planning, Project Management, Conflict resolution and team building skills. Candidate must be innovative, proactive, responsible, tactical and diplomatic. Communication (Verbal & written skills). Computer literacy (Ms Word, Ms Excel, Ms Access and PowerPoint). Competencies: Knowledge of Administration procedures, Public Services Regulations, Public Service Act, Human resource matters, Training and Development, Planning and organizing, Departmental Strategic objectives Management reporting, reporting, relationship management, Public finance Management act(PFMA). Skills, Computer skills, Numeracy, Decision Making and Problem Solving, Computer utilization, Team Building, Conflict Resolution, Communication and interpersonal skills, financial Management, Project Management, Ability to work independently, report writing.

**DUTIES** : Manage the handling of matters pertaining to Service conditions, the recruitment and selection process of head office based personnel, SMS Members and Office Based Educators and other HR matters for Head Office based Personnel. Manage the evaluation of qualifications. Prepare reports to Deputy Director. Assist the Deputy Director to prepare responses to Parliamentary Committees such as Education Portfolio Committee. Assist the Deputy Director to prepare responses to the Auditor General, Public Protector, Human Rights Commission, Public Service Commission and other Oversight Structures. Provide personnel to Registry services. Manage the Resources of the Sub-Directorate.

**ENQUIRIES** : Mrs. N.V.Hlongwane- Tel No: 033 8465533

**POST 43/130** : **ASSISTANT DIRECTOR: HUMAN POLICIES /PLANNING & MONITORING REF NO: DOE/167/2018**

**SALARY** : R356 289 per annum (Level 09)

**CENTRE** : Head Office

**REQUIREMENTS** : An appropriate Bachelor's Degree or Diploma in the field of Human Resources or Public Administration with 3-5 years' experience in HR Environment. Competences: Knowledge of Human Resource policies and practices as well as Public Service Act, Public Service Regulations, Employment of Educators Act, Regulations regarding the Terms and Conditions of Educators, Personal Administrative Measures, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act, Division of Revenue Act, Treasury Regulations and Practice notes, Delegations of Authority and other relevant prescripts. Candidate must be innovative, proactive, responsible, tactical and diplomatic with strong Communication (Verbal & written) Organising, Planning, Co-ordinating, Strategic planning, Project Management, Conflict resolution, Problem solving, analytical thinking and team building skills. Including computer literacy (Ms Word, Ms Excel, Ms Access and PowerPoint). Candidate must also possess Policy development and managerial skills. Ability to communicate and present issues to management. Possess Intermediate financial management skills, Numeracy skills, Project Management, Risk analysis and control, Good inter-personal

communication, Planning and Organising, Report writing. Attributes- Honest, Integrity, Creative, Reliable and Accurate, Open and Transparent, Team Leader and Player, be able to work under pressure, value diversity, confidentiality, decisive, assertive, influencing skills, customer service oriented, change oriented.

- DUTIES** : To provide Human Resource planning and monitoring services. Develop policies, processes and procedures for effective implementation of matters relating to Conditions of Service including PILIR, Pension Exits and GEHS. Co-ordinate the development of the Human resource plan and monitor and report on progress. Monitor consistent compliance with prescriptions and policies.
- ENQUIRIES** : Mrs. N.V.Hlongwane- Tel No: 033 8465533

#### **DEPARTMENT OF HEALTH**

*Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representativeness in all occupational categories in the department.*

#### **OTHER POSTS**

**POST 43/131** : **HEAD CLINICAL UNIT (MAXILLO- FACIAL) REF NO: HCUMAXFACIAL/1/2018**

- SALARY** : R1 643 352 per annum (All-inclusive salary package excluding commuted overtime)
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : MBChB degree or equivalent qualification Plus a Minimum of three (3) years appropriate experience after registration with HPCSA as a Medical Specialist in Maxillo-Facial. Registration Certificate with HPCSA as a Medical Specialist in Maxillo-Facial. Current registration with HPCSA as Medical Specialist – Maxillo Facial. Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills, Training and Competencies Required: Ability to teach and supervise junior staff. Management Skills. Good communication, leadership, decision making and communication skills. Sound Knowledge of clinical concepts in Maxillo Facial. Teaching and supervisory skills Knowledge of Public Service Legislation. Policies and Procedures.

- DUTIES** : Control and management of clinical services as delegated by the Head of Department. Maintain satisfactory clinical, professional and ethical standards related to these Services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit and department. Conduct, assist and stimulate research. Training of post graduate medical students and Allied Health Personnel in the field of Maxillo Facial and participation in formal teaching as required by the department. Promote community-Orientated services and participate in outreach programmes. Conduct specialised outpatient clinics and provide expert opinion where required. To undertake clinical audit programmes within the hospital to improve and maintain high quality of care. Assist with the development of clinical audit programmes in the hospitals in the districts. Compile medium and long term expenditure frameworks and implement fiscal control measures on an ongoing basis. Lead and supervise departmental research activities. Participate in training of Registrar's, Medical Officer's and Nurses.

- ENQUIRIES** : Dr LP Mtshali – Tel No: 031 2401105
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications

we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.  
09 November 2018

**CLOSING DATE**

:

**POST 43/132**

:

**MEDICAL OFFICER REF NO: MOTRAUMA & TRANSPLANT/1/2018 (X1 POST)**  
Department: Trauma and Transplant Unit

**SALARY**

:

Grade 1: R780 612 per annum (All Inclusive Salary Package) excluding Commuted Overtime  
Grade 2: R892 551 per annum (All-inclusive Salary Package) excluding Commuted overtime  
Grade 3: R1 035 831 per annum (All-inclusive Salary Package) excluding commuted Overtime

**CENTRE**

:

Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**

:

Registration with the Health Professions Council of South Africa as Medical Practitioner. Current registration as Medical Practitioner with HPCSA. Completion of Community Service. Completion of the ATLS and ACLS and PALS (or APLS) courses. Additional recommendations: Proof of additional training such as Dip PEC or DA. **Grade 1:** No experience required. The appointment to grade 1 requires 1-year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** requires 5 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** The appointment to Grade 3 requires 10 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven Years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills, Training and Competencies Required: Sound knowledge of medicine, surgery and paediatrics including the recognition and management of emergencies in both adults and children. Knowledge of principles of peri-operative care, and supportive management of the critically ill.

**DUTIES**

:

Initial resuscitation, ongoing ward management and perioperative care of the acute trauma patient. Assisting with the operative management of the trauma patient. Participation in the audit, academic and research programs of the trauma unit. Calls will be done in the trauma unit and during the call the successful candidate will be responsible for both trauma patients and transplant unit emergencies. Calls are done on-site (NB after a minimum of 6 months the experience may be signed off as required ICU-time for the surgical intermediate exam) Participation in the burn care and trauma team. Due to the participation in the Trauma Team the requirement is for completion of ATLS/ACLS and PALS as per the TSSA Level 1 Trauma Center accreditation status.

**ENQUIRIES**

:

Dr. TC Hardcastle Tel No: 031-240-1000 ext 2389 / speed-dial 6195

**APPLICATIONS**

:

All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

**NOTE**

:

An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies

Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

**CLOSING DATE**

:

09 November 2018

**POST 43/133**

:

**PHARMACIST (GRADE 1, 2, 3) REF NO: ITSH 11/2018**

**SALARY**

:

Grade 1: R655 980 per annum (17% rural allowance of basic salary)  
Grade 2: R713 904 per annum (17% rural allowance of basic salary)  
Grade 3: R780 612 per annum (17% rural allowance of basic salary)

**CENTRE**

:

Itshelejuba Hospital

**REQUIREMENTS**

:

**Grade 1:** Senior Certificate. National Diploma/Degree of Pharmacy. Registration certificate with South Africa Pharmacy Council as Pharmacist. Current registration as a Pharmacist with the SAPC (2018). No experience required for Pharmacist who completed community service. One year relevant experience after registration as a Pharmacist with a recognised Foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 2:** Senior certificate. National Diploma/Degree in Pharmacy. Registration certificate with South African Pharmacist. Current registration as a Pharmacist who completed with the SAPC (2018). Five (5) years relevant experience after registration as a Pharmacist. Six (6) years relevant experience after registration after registration as a pharmacist with a recognised foreign health professional Council in respect of qualified employees, of whom it is not required to perform community service as required in South Africa. Proof of experience (certificate of service) endorsed and stamped by human resource with clear years of experience, Rank and name of the institution. **Grade 3:** Senior Certificate. National Diploma/Degree in Pharmacy. Registration certificate with South African Pharmacy Council as Pharmacist. Current registration as a Pharmacist with the SAPC (2018). Thirteen (13) years relevant experience after registration as Pharmacist. Fourteen (14) years relevant experience after registration as a pharmacist with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills, Training and Competencies Required: Sound understanding of relevant legislation, Acts, Procedures and delegations pertaining to Pharmacy including NHI, NCS, CCMDD, Essential lists (EML), Standard treatment guidelines (STG's). Knowledge of principles of drugs therapy and the functions and operations of drugs and therapeutics committee. Commitment to service excellence, together with innovative and analytical thinking based on sound ethical principles. Ability to manage conflict. Ability to manage and co-ordinate productivity and be part of an inter-active team. Appropriate clinical and theoretical knowledge. Sound interpersonal, Communicate, Organising, Planning, and Decision making skills.

**DUTIES**

:

Provide high quality of pharmaceutical service to patients and healthcare Professionals. Ensure adherence to all applicable legislation (including GPP and NCS) policies and procedures. Maintain optimal use and care All resources. Provide necessary orientation, training skills, assessing, disciplining and monitoring of all staff. Manage and control distribution of medicines to patients at Hospital and clinics including CCMDD program. Provide pharmaceutical support to associated primary health care clinics. Maintain accurate and appropriate communicating with other departments Personnel in order to ensure high quality service are rendered. Be willing to Work long hours or after hours call-outs if the need arises. Supervise and Provide training to community service Pharmacists and Pharmacist Assistants. Retrieve, Interpret, evaluate and supply information regarding The nature and use of medicines, diseases state and healthcare. Exercise Control over expenditure by ensuring by ensuring non-wastage of Pharmaceutical and other resources.

**ENQUIRIES**

:

Dlungel AP Tel No: 034-4134000

**APPLICATIONS**

:

All applications must be addressed to Itshelejuba Hospital Private Bag X0047 Pongola 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital

**NOTE**

:

An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of ID documents, Std10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed



letter from your current employer ,confirming current and appropriate work experience related to the requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the z83, eg ref ITSH 1/2018.Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payments of S&T claims.

- CLOSING DATE** : 09 November 2018
- POST 43/134** : **ASSISTANT MANAGER NURSING (PHC) REF NO: SAP 17/2018**  
This is s re-advertisement, candidates applied previously may re-apply.
- SALARY** : R581 826 – R654 840 per annum plus 13th Cheque, Rural Allowance, Medical Aid (Optional), Housing allowance (Employee must meet prescribed Requirements)
- CENTRE REQUIREMENTS** : St Apollinaris Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12) or equivalent qualification. Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows Registration with the SANC as a General Nurse and midwifery. Post basic relevant nursing qualification with duration of at least 1 year in Primary Health Care. Current Registration certificate with SANC and a current receipt from SANC.A minimum of 10 years appropriate / recognizable experience in the nursing after registration as a Professional Nurse with the SANC in General nursing and Midwifery. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Primary Health Care. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Proof of experience stamped and endorsed by Human Resources should be attached to the application. Valid driver’s licence. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal ethical nursing practises and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices.
- DUTIES** : Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Provision of quality comprehensive community health care.
- ENQUIRIES APPLICATIONS** : Miss NPP Hadebe @ (039) 833 8030/8026/8000
- Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag X206, Creighton, 3263, Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.
- FOR ATTENTION NOTE** : Human Resources Section
- Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement The appointments are subject to positive outcomes obtained for the Pre-Employment

Checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security Screening for Criminal Records, Credit Records (Financial, Asset Records, etc), validation/verification of Identity Document (ID), Driver's Licence, Professional Driving permit (where required), Citizenship/ Permanent Residency, Company Intellectual Property Commission (CIPC) - Business Interest/s, verification of Educational Qualifications by the South African Qualifications Authority (SAQA), verification of Employment History/ reference checks - previous experience from Employers. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. "People with disabilities should feel free to apply and the target group in terms of employment equity target for the advertised posts is African males." The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

**CLOSING DATE** : 09 November 2018

**POST 43/135** : **ASSISTANT NURSING MANAGER - SPECIALTY REF NO: ST 38 /2018 (X1 POST)**  
Component: 029496 (Emergency, ICU AND Crisis Centre)  
Re – Advertisement

**SALARY** : R581 826 per annum, Plus 8% rural allowance Benefits: 13<sup>th</sup> Cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed policy requirements]

**CENTRE** : Stanger Hospital

**REQUIREMENTS** : Diploma / B degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwifery. Post basic Diploma Nursing Qualification in Trauma and Resuscitation or Critical Care Nursing with a duration of one year accredited with SANC. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. At least 6 years of the period referred to above must be appropriate/recognizable experience in specific Specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least three years of the period referred to above must be appropriate/recognizable experience at management level. Current Registration with SANC (2018 Council Receipt). Proof of current / previous work experience endorsed and stamped by the employer must be attached. Knowledge, skills training and competencies required: Knowledge of nursing care and processes and procedures, nursing statutes and other relevant legal framework. Knowledge and understanding of legislative framework governing the Public service. Good knowledge and understanding of HR and financial policies and practices. Basic knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Knowledge of code of conduct, labour relations and negotiation skills. Knowledge of Public Service Acts, regulations and policies. Knowledge of SANC rules and regulations. Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient's Rights Charter, Code of Conduct and National core Standards. Team building and diversity Management skills.

**DUTIES** : Co-ordinate of optimal, holistic and specialized nursing care provided within the set standards and a professional/ legal framework in the Emergency Department, ICU and Thuthuzela care Centre. Manage and supervise effectively the utilisation of all resources through daily and monthly allocation list in both day and night shifts. Allocate staff across all sections taking into account service delivery needs. Monitor and control usage of emergency blood and blood products. Provide accurate record keeping and statistical information on training and staffing as requested including agency staff. Develop human resource needs and staffing training needs for the Unit. Management of absenteeism. Evaluation of staff on work performance according to staff performance and management system. Execute disciplinary code and grievance following the correct procedure. Monitor of financial resources with emphasis on cost containment and keeping of all records within the financial policies regarding tenders procurement and the policy regarding revenue generation i.e UPFS. Develop risk management strategies to mitigate factors that can harm patients including implementation of IPC guidelines and protocols. Monitor, report and investigate any patients adverse event and develop control measures. Monitor annual registration of Nurses as per SANC regulations.

		Conduct departmental meetings. Attend clinical governance meetings, cash flow, HOD's meeting and weekly Matrons meeting. Conduct monthly departmental inspection to check for compliance with stock taking levels, asset management and control of scheduled drugs. Compile departmental reports weekly and quarterly. Develop departmental Operational Plan for each financial year. Data management.
<b><u>ENQUIRIES</u></b>	:	Mrs EM Shabane (Deputy Manager Nursing) Tel No: 032-437 6008
<b><u>APPLICATIONS</u></b>	:	Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, Stanger Hospital, Private Bag X10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street
<b><u>FOR ATTENTION</u></b>	:	Mr S. Govender (Human Resource Manager)
<b><u>NOTE</u></b>	:	Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St/17/2018: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.
<b><u>CLOSING DATE</u></b>	:	09 November 2018
<b><u>POST 43/136</u></b>	:	<b><u>ASSISTANT MANAGER NURSING -PLANNING, MONITORING AND EVALUATION</u></b> <b><u>REF NO: ANM PLANMON&amp;EVALUATE/1/2018 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R532 449 per annum Plus 13th Cheque, Housing Allowance- Employee must meet prescribed requirements and Medical Aid – Optional
<b><u>CENTRE</u></b>	:	Inkosi Albert Luthuli Central Hospital
<b><u>REQUIREMENTS</u></b>	:	Degree/Diploma in General Nursing and Midwifery. Current registration with South Africa Nursing Council as a registered General Nurse and Midwife. Minimum of 8 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC. At least 3 years of the period referred to above must be appropriate/recognisable experience at a management level. Valid Driver's license. Proof of computer literacy. Proof of current and previous experience endorsed and stamped by your HR (Certificate of service). Recommendation Degree/Diploma in Nursing Administration or Health Services Management. Knowledge, Skills, Training & Competencies Required: Leadership, Management, planning, organisation and co-ordination skills. Knowledge of relevant Acts, prescripts, policies and procedures governing health care service delivery, especially medical and surgical. In depth knowledge of monitoring and evaluation and legislative framework. Data management and ability to analyse and interpret complex information. Quality Assurance and Infection and Prevention and Control Guidelines and Principles. Understanding of HR policies and staff relations. Strong leadership, planning and organizational skills. Project management, financial management coupled with decision making and problems solving skills. Ability to work independently and under pressure. High level communication skills both written and verbal. Human resources management and computer skills.
<b><u>DUTIES</u></b>	:	Administer and facilitate the implementation of an integrated monitoring and evaluation framework fully aligned to National; Provincial; and departmental performance reporting requirements. Co- ordinate the drawing of institutional plans which are aligned to annual

performance plan. Analyse data obtained from sources and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed performance and other reports. Ensure planning, monitoring and evaluation support to all departments in the institution. Develop budget estimates for the planning, monitoring, and evaluation unit as well as efficient management of resources allocated to the planning M&E unit. Ensure implementation of the total quality management framework and compliance to National Core Standards. Enforce compliance to legislative prescripts in all units within the facility jurisdiction. Working towards a clean audit. Coordinate staff training and initiatives for ensuring service excellence. Oversee Quality and Infection Prevention and Control issues. Ensure good governance within the facility.

- ENQUIRIES** :
- APPLICATIONS** : Dr LP Mtshali Tel No: (031) 240 1059
- NOTE** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 09 November 2018
- POST 43/137** : **OPERATIONAL MANAGER – PHC REF NO: SIG 01/2018 (X1 POST)**  
Component: PHC Nursing
- SALARY** : R532 449 per annum. Other Benefits: 13<sup>th</sup> Cheque, 8% Inhospitable Rural Allowance, Medical Aid (optional) Home Owner Allowance (employee must meet prescribed requirements).
- CENTRE** : Sigweje Clinic
- REQUIREMENTS** : Senior Certificate (Grade 12). Degree/ Diploma in General Nursing and Midwifery. Registration with the South African Nursing Council as the General Nurse and Midwifery. Proof of current registration with SANC (2018). A minimum of 9 years recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing of which 5 years must be recognizable experience after obtaining one year post basic qualification in Primary Health Care. Certificate of service endorsed by Human Resource Department. Recommendation: Computer literacy, Drivers licence at least code 08, Diploma in Nursing management. Knowledge, Skills and Experience Required: Good verbal and written communication and report writing skills. Leadership, organizational, decision making and problem solving skills. Knowledge of legal framework and prescripts within the Department of Health. Knowledge of code of conduct and Labour Relations procedures/ processes. Knowledge of Batho Pele principles and Patient's Rights Charter.
- DUTIES** : Promote quality nursing care as directed as the professional scope of practice and standards determined by the Institution. Assist in planning, organizing and monitoring of objectives of the units and departments. Demonstrate understanding of Human Resource and Financial Management and practices and procedures. Supervise staff under your control. Display a concern for health promotion, prevention of diseases and advocating for proper treatment and rehabilitation including willingness to respond to patient's needs, requirements and expectations (Batho Pele). Ensure project and programme management. Be able to plan and organize own work and that of support personnel to ensure proper nursing care. Manage all resources within the clinic

effectively and efficiently to ensure optimal service delivery. Carry out EPMDS evaluation of staff, formulate training programmes and participate in the training and development of staff. Ensure that all equipment in the nursing department is adequate, checked and is in working order. Provide a safe therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Oversee the functioning of clinic and report to nursing management. Active involvement in Operation Sukuma Sakhe. Manage the out-reach services, awarenesses, campaigns. Conduct facility Nerve Centre and Information Health Meetings. Provide consequence management where necessary. Ensure to maintain high quality standards of care ie. Ideal clinic realization, national core standard. Engage positively with the community stakeholders and multi-disciplinary team. Manage data from source till submission. Direct involvement in the development of the nursing profession through nursing ethics and professionalism principles. Ensure management of risks and patient safety incidences.

- ENQUIRIES** : Mrs. Cl. Ndlovu Tel No: 036 6379600
- APPLICATIONS** : All applications should be forwarded to: The Human Resources Manager, St Chads Community Health Centre, PO Box 2238, Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381
- FOR ATTENTION** : Mr. SD. Mdletshe
- NOTE** : Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be signed and dated. The application form Z83 must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/ Permanent Residents/ Work Permit holders must submit documentary proof together with their applications All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.
- CLOSING DATE** : 16 November 2018
- POST 43/138** : **CLINICAL PROGRAMME COORDINATOR-QUALITY ASSURANCE GRADE 1 REF NO: UMZIN 11/2018 (X1 POST)**
- SALARY** : R420 318 per annum. Plus 13th cheque, Housing allowance (Employee must meet prescribed requirements, Medical Aid (Optional), Rural allowance (On claim basis)
- CENTRE** : Umzinyathi Health District Office
- REQUIREMENTS** : Grade 12/Matric certificate. An appropriate B Degree/ National Diploma or equivalent qualification in Nursing PLUS Minimum of 7 years appropriate /recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Current Registration with SANC. Valid Driver's License – Code 8 plus. Proof of Computer Literacy – Ms Office (Word, Excel, Outlook & PowerPoint). Attach Proof of previous and / or Current Employment verified, signed and stamped by HR Department/ Employer. Knowledge, Skills and Competencies Required: Report writing skills, Financial Management skills. Empathy and counseling skills and knowledge. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sectors. Ability to translate transformation objectives into practical plans. Ability

		to prioritize issues and other work related matters and to comply with the time frames. Proven initiative, decisiveness and to acquire new knowledge swiftly.
<b><u>DUTIES</u></b>	:	Ensure planning, co-ordination, implementation, monitoring and evaluation of the quality assurance programmes within the district. Co-ordinate all aspects of National Core Standards Programme including assessments and activities to achieve National Core Standards accreditation. Co-ordinate peer review assessments. Visit facilities maintain reports of such visits. Ensure all facilities develop Quality Improvement Plans, action plans and submit monthly quarterly and annual reports. Conduct district quality assurance meetings and attend provincial quality meetings. Provide training and update clinical and non-clinical staffs on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care. Participate in adverse events, complaints and various other related committees to improve quality. Ensure all facilities conduct Client Satisfaction and Waiting Times surveys. Co-ordinate Batho Pele and good governance programmes. Co-ordinate activities for service excellence. Support all facilities to ensure the attainment of quality compassionate patient care.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs. DJ Govender Tel No: 034 – 2999100
	:	should be forwarded to: The District Manager, Umzinyathi Health District Office, Private Bag X 2052, Dundee, 3000
<b><u>FOR ATTENTION CLOSING DATE</u></b>	:	Ms. M Ngwenya 12 November 2018
<b><u>POST 43/139</u></b>	:	<b><u>CLINICAL PROGRAMME CO-ORDINATOR- HAST [ART/ CCMT/ HTS]- REF NO: ILE 02/2018 (X1 POST)</u></b> (Three Year Contract) Component: HIV, AID, STI, ARV& VCT
<b><u>SALARY</u></b>	:	R420 318 per annum. Other Benefits: 13th Cheque, Medical aid: Optional and Housing allowance {Employee must meet prescribed condition} or 37% for benefits
<b><u>CENTRE REQUIREMENTS</u></b>	:	Ilembe Health District Office Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), B. Degree or National Diploma in General nurse & midwifery, Current registration with SANCO, a minimum of 7 years appropriate / recognizable nursing experience after registration as Professional Nurse, Valid Driver's License [code 08]. Report writing abilities, financial management skills, empathy and counseling skills, strong interpersonal, communication and presentation skills, project management skills, ability to make independent decisions, an understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans, ability to prioritize issues and other work related matters and to comply with time frames, proven initiative, decisiveness and the ability to acquire new knowledge swiftly, computer literacy with a proficiency in MS Office Software applications. Proof of previous and current work experience endorsed and stamped by HR Office must be attached. Recommendations: Supervision and management in a HAST unit NIMART training, proof of Computer Literacy – Ms Office (Word, Excel, Outlook & PowerPoint.
<b><u>DUTIES</u></b>	:	Ensure that clinical audits are conducted at Sub-District level. Provide support, guidance and mentoring to health facilities with an aim of improving quality of patient care. Ensure that an orientation and induction programme is in place for newly appointed midwives. Ensure Programme integration into Sukuma Sakhe Objectives. Compile monthly, quarterly and annual reports and forward to Supervisor and respective Provincial Managers. Ensure HAST Programmes implementation (ART/ CCMT/ HTS/ TB and HIV integration in the district. Analyse emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Plan, organize and conduct community rallies and events that convey health messages and practices which support health programme strategies. Participate in the formulation of the District HAST operational and business plans. Monitor budget allocated for ART/CCMT/ HTS. Participate in activities aimed at fully integrating HIV and AIDS programmes to the main stream of PHC services. Facilitate and hold district HAST quarterly meetings Support facility and sub- district HAST meetings. Facilitate and conduct regular meetings with NGOs supporting the programme with the assistance of the HIV and AIDS trainer. Coordinate trainings and updates for NGOs and Health Care Workers .Promote preventive and promotive health services through community structures and organizations. Work in close collaboration with other stakeholders to implement the

HAST programme. Ensure implementation and monitoring of integrated TB and HIV information systems in the District.

**ENQUIRIES** : Ms. TM Banda Tel No: 032-437 3524 (Deputy Director: Integrated District Health Service and Development)

**APPLICATIONS** : Please forward applications to: The Acting District: Director, ILembe Health District Office, Private Bag X10620, Kwa Dukuza 4450

**FOR ATTENTION NOTE** : Ms JL Mhlongo  
 : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za). Recently certified copies of highest educational qualification and not copies of certified copies. Certified I.D Copy, Updated Curriculum Vitae, Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ILE 05/2014. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

**CLOSING DATE** : 09 November 2018

**POST 43/140** : **CLINICAL PROGRAMME COORDINATOR – REF NO: UGU 06/2018**  
 Component: District Training Coordinator

**SALARY** : R420 318 per annum  
**CENTRE** : Ugu Health District Office  
**REQUIREMENTS** : Senior certificate/matric or Grade 12. B Degree / National Diploma in General Nursing that allows registration with the South African Nursing Council (SANC) as a General Nurse. Minimum 7 years appropriate / recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. Current registration with SANC (2018 SANC receipt). Valid Code EB license (Code 08). Proof of computer literacy (Attach certificate). Proof of current and previous work experience endorsed and stamped by Human Resources. Strong interpersonal communication. Presentation skills. An understanding of the challenge facing the public health sector. High level of accuracy. Aptitude towards the compilation of creative end-user friendly training manuals. Aptitude research so as to acquire new knowledge swiftly.

**DUTIES** : Co-ordinate the development of PHC training plan in the District. Co-ordinate, manage and monitor the implementation of PHC training programmes in the district. Ensure effective and efficient utilization of resources allocated to the section. Assist with monitoring and evaluation activities and conduct research in conjunction with specialists to maintain training standards and remain current with international practices. Adapt and modify training material to keep it current and maintain interest in Health care message being delivered thereby ensuring by- in by the audience. Assist programme managers to training community members at outreach relies to further the health practices to the community at large. Translate health care policies as stipulated by provincial Programme Management into District training initiatives. Ensure effective mentorship and supervision of trained personnel within the District.

**ENQUIRIES** : Mrs P.P. Fica Tel No: 039 – 688 3000  
**APPLICATIONS** : Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240  
**FOR ATTENTION** : Mrs T. Madlala  
**CLOSING DATE** : 09 November 2018

**POST 43/141** : **PROFESSIONAL NURSE SPECIALTY: ADVANCE MIDWIFERY AND NEONATAL NURSING SCIENCE: REF NO: CBH11/2018 (X1 POST)**

**SALARY** : Grade 1: R362 559 – R420 318 per annum  
 Grade 2: R445 917 – R548 436

<b><u>CENTRE REQUIREMENTS</u></b>	: Other Benefits: 8% rural allowance, 13th cheque, Medical aid (optional) and Home owners' allowance (employee must meet a prescribed requirements) : Catherine Booth Hospital : Standard 10 or Grade 12. Diploma in General Nursing and Midwifery basic R425 qualifications. Current registration with SANC 2018 to practice. Certificate/s of service endorsed and stamped by HR department from current / former employer. Plus a minimum of 4 years appropriate / recognizable experience in nursing after registration with SANC as a Professional Nurse with 1 year post basic certificate advanced Midwifery and Neonatal Nursing Science. A minimum of 14 years of appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate / recognizable experience in the specific specialty after obtaining the 1-year post basic qualification in the relevant specialty. Knowledge and understanding of nursing legislation, Nursing care processes and procedures and other relevant legal frameworks such as Occupational Health and Safety Act, Health Act and Labour Relations Act. Knowledge of the patients' right charter, Batho Pele principles, National Core Standards. Possess basic understanding of Human Resource and financial policies and practices. Good communication skills, report writing skills, facilitations skills, coordination skills, liaison skills and problem solving skills. Planning and organizing skills. Good interpersonal and human relations.
<b><u>DUTIES</u></b>	: To provide holistic nursing care to patients in Maternity Ward in a cost effective and efficient manner. Execute duties and functions with proficiency in support of the vision, mission and strategic objectives of the institution and within the prescripts of all other legislation. Ensure the utilization of maternal and neonatal updated guidelines and protocols. To take charge of the unit during the absence of the Operational Manager in-charge and to manage the unit accordingly. To provide nursing care that leads to improved service delivery. Perform standard procedures and solve problems communicating with patients and relatives. Maintain clinical competence by ensuring that the scientific principles of nursing care are maintained, and observing the principles of Infection Prevention and Control practices. Participate in the implementation of priority programs to reduce morbidity and mortality rates, communicable and non-communicable disease. Implement quality improvement plans. Maintain accurate and complete patients' records. Protect and advocate rights of patients regarding health care. Maintain a professional and ethical practice as well as enabling environment for ethical practice. Communicate with the multi-disciplinary health care team and assist in decision making pertaining to health care delivery. Utilize human, material and physical resources efficiently and effectively. Ability to work independently in all sections of the unit. Ensure staff ongoing education and training in ESMOE, MBFI, EMTCT, YFS etc. Maintain client satisfaction through quality service innovation and professionalism.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mrs. P.Z Mbonambi Tel No: (035) 474 8407/8/9 : All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, Umlalazi Municipality Ward15, Amatikulu, 3801
<b><u>NOTE</u></b>	: Preference will be given to African Male. The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za, Matric certificate, identity document, copy/copies of highest qualification(s), Proof of registration, Proof of citizenship if not RSA citizen (all certified copies must be not more than three months old), A comprehensive CV indicating three reference persons: Names and contact numbers. Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted.
<b><u>CLOSING DATE</u></b>	: 16 November 2018
<b><u>POST 43/142</u></b>	: <b><u>PROFESSIONAL NURSE SPECIALTY – (MARTENITY) GRADE 1 TO 2 REF NO: ST 16 /2018 (X1 POST)</u></b> Component: Maternity
<b><u>SALARY</u></b>	: Grade 1: R362 559 per annum Plus 8% rural allowance Grade 2: R445 917 per annum Plus 8% rural allowance



	:	Benefits: 13th cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed policy requirements]
<b><u>CENTRE REQUIREMENTS</u></b>	:	Stanger Hospital
	:	<b>Grade 1:</b> Diploma in General Nursing and Diploma in Midwifery Plus Advanced Midwifery. Proof of registration with SANC (2018 receipt) A minimum of 4 years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to the above must be appropriate/recognisable experience in the specific specialty after obtaining the one year Post – Basic qualification in Maternity. Attach proof of working experience endorsed by HR Department. Knowledge, skills training and competencies required: Knowledge of Nursing Care, Processes and procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and interpersonal Skills within the limits of the public Sector. Personal attitudes, responsiveness, professionalism, supportive, Assertive and must be a Team player.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/ legal frame. Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ensure accurate record keeping for statistics purposes. Ensure adherence to principles of IPC practices in the unit. Assess and identify the relationship between normal physiological and specific system alterations associated with problems, disorders and treatment in pregnancy, labour, puerperium and neonates. Plan management according to identified problems. Implement plan of action in emergency situations according to protocols and guidelines. Evaluate the response to management. Participate in training, monitoring and research with a view to increasing the body of knowledge in the midwifery practice. Assist Doctors in Management of Obstetric Emergencies. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs D.S Khanyezi (Assistant Nursing Manager O&G) Tel No: 032- 437 6040
	:	Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, Stanger Hospital, Private Bag X10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr S. Govender (Human Resource Manager)
	:	Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St/17/2018: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.
<b><u>CLOSING DATE</u></b>	:	09 November 2018

## DEPARTMENT OF TRANSPORT

*The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer*

- APPLICATIONS** : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.
- CLOSING DATE** : 09 November 2018 (at 16h00). Applications received after the closing date & time will not be considered.
- NOTE** : Applications must be submitted on the prescribed application form Z83 (which must be originally signed and dated) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications (including academic record / statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), certified copies of identity document as well as valid driver's licence (where a driver's licence is a requirement). Applicants must provide proof of supervisory or management experience (where it is a requirement) and certified copies of acting appointment letters for occupying acting positions. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill this post(s).

## MANAGEMENT ECHELON

- POST 43/143** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: P 33/2018**  
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are required to re-apply.
- SALARY** : R1 005 063 per annum (all Inclusive, flexible remuneration package)  
**CENTRE** : Head Office, Pietermaritzburg  
**REQUIREMENTS** : An undergraduate qualification in Commerce / Management / Law (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years' experience at a middle/senior managerial level in a procurement related environment; plus A valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: Extensive

knowledge of procurement and SCM legislation and policies. Extensive knowledge of the requirements of the CIDB legislation and practice notes. Knowledge of the financial management information systems in the Province. Extensive knowledge of Training/HR matters/Finance/Needs and priorities of stakeholders/planning and organization and managerial functions. Knowledge of advanced procurement and provisions and analytical methodologies. Advanced knowledge of the computer based programmes related finance and procurement. Communication skills. Analytical thinking skills. Computer utilisation skills. Policy formulation skills. Financial and Strategic management skills. Adaptability during changes to meet the goals. The ideal candidate should be an innovative thinker, a team player, problem solver as well as approachable.

**DUTIES**

: Manage, co-ordinate, formulate and develop policy and procedures / Departmental Procurement Policy Framework, including the infrastructure procurement requirements of the CIDB. Manage and co-ordinate a Provisioning Support and control service. Oversee and manage the rendering of an efficient and professional Departmental Procurement Service within the Department and the relevant suppliers/distributors with specific emphasis on service delivery and Tender Administration Services. Manage and co-ordinate the processing of requesting, buying and ordering. Application of sound management and co-ordination, ensuring that the procurement of the Department is in accordance with the purpose of the Department's goals and objectives. Provide and co-ordinate SCM training to the Departmental SCM staff. Overall control and management of staff under his/her control including the training and development thereof as well as the control and management of the Directorate's budget allocation.

**ENQUIRIES  
FOR ATTENTION  
NOTE**

: Mr W Evans Tel No: 033 – 355 8008  
 : Mr C McDougall  
 : It is the intention of this Department to consider equity targets when filling this position.

**OTHER POST**

**POST 43/144**

: **DEPUTY DIRECTOR (ADJUDICATION PANEL ALTERNATE MEMBER)  
PROVINCIAL REGULATORY ENTITY (PRE) REF NO: P 34/2018)**  
 Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

**SALARY**

: Level 11 (alternate members called in as and when required over a 3 year period and paid a daily rate)

**CENTRE  
REQUIREMENTS**

: Pietermaritzburg  
 : An appropriate recognized Bachelor's Degree / National Diploma in Social Sciences / Transport Economics / Finance / LLB (NQF Level 6); plus A minimum of 3 years' management experience. - Previous experience in one of the following areas will be an added advantage: Community Services. Legal Field. Financial & Commercial field. Knowledge, Skills, Training and Competencies Required: Knowledge of South Africa Constitution. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act. Knowledge of Labour Relations Act and Basic Conditions of Employment Act. Knowledge of Community Development and Public Participation. Knowledge of Project Management Principles. Knowledge of Millennium development goals. Knowledge of National and Provincial Practice Notes. Knowledge of Promotion of Access to Information Act. Knowledge of Service Delivery Frameworks. Knowledge of National Development Plan and Provincial Growth and Development Plan. Knowledge of Treasury Regulations. Knowledge of National Land Transport Act 5 of 2009 and its Regulations. Knowledge of National Road Traffic Act. Language, listening and presentation skills. Analytical thinking and interpersonal relations skills. Computer literacy. Strategic planning skills. Organisational, research and leadership skills. Financial, Project and Relationship Management skills. Facilitation skills. Risk Management skills. Strategic direction skills. The ideal candidate should have integrity, be reliable, proactive and innovative. He/she should also maintain confidentiality, be professional, have commitment, perseverance and be independent.

**DUTIES**

: Grant, renew, amend or transfer operating licenses as well as conversion of permits for different services. Consider all applications for withdrawal, suspension or amendment of operating licenses and permits (Section 79). Ensure all appeals and litigation matters pertaining to Public Transport Regulatory Services are responded to and attended within stipulated timeframes. Prepare and submit management report on all activities within the scope of work.

**ENQUIRIES**  
**FOR ATTENTION**  
**NOTE**

- : Mrs N Majola Tel No: 033 – 341 9500
- : Mr C McDougall
- : Employees to serve on the PRE-Adjudication should be impartial in terms of Section 13 of the National Transport Act. 2009 No 5 of 2009 (NLTA). The successful candidate will be required to enter into a Performance Agreement.